

**REQUEST FOR PROPOSAL [RFP]**  
**FOR**  
**“SELECTION OF SERVICE PROVIDER FOR IMPLEMENTATION OF SECURE ENTERPRISE-  
CLASS HRM ON ASP HOSTED (OPEX) MODEL”**

**Issued by: Karnataka Vikas Grameena Bank**  
**Head Office, IT Division**  
**PB No 111, Belgaum Road**  
**Dharwad-580008**

### Bid Details in Brief

Sl. No.	Description	Details
1.	RFP No. and Date	RFP 02/2022-23 dated 29/07/2022
2.	Brief Description of the RFP	Selection of Service Provider for Implementation of Secure Enterprise class HRM solution (OPEX) Model
3.	Bank's Address for Communication and Submission of Tender	General Manager Karnataka Vikas Grameena Bank, Head office, IT Division, P B No 111, Belgaum Road Dharwad - 580008  Tel - (0836)2442204 Email: dit@kvgbank.com Senior Manager, IT Division
4.	Date of Issue	29/07/2022
5.	Last Date of Submission of Queries for Pre Bid Meeting	06/08/2022 01.00 PM
6.	Date of Pre Bid Meeting	10/08/2022 01.00 PM
7.	Last Date of Submission of Bids	20/08/2022 Up to 03.00 PM
8.	Date and time of Opening of Part A- Conformity to Eligibility Criteria.	22/08/2022 03.00 PM
9.	Date and time opening of Technical Bid Part-B and Commercial Bid Part - C	Will be intimated at a later date.
10.	Application Fees (Not Refundable)	Rs.5000.00 plus GST
11.	Earnest Money Deposit(Refundable)	Rs.600000.00
This document can be downloaded from Bank's website <a href="http://www.kvgbank.com">http://www.kvgbank.com</a> . In that event, the bidders should pay the Application Fee for tender document by means of DD drawn on any scheduled Commercial Bank for the above amount in favour of KVG Bank, payable at Dharwad and submit the same along with the Bid document.		

## DISCLAIMER

The information contained in this Request for Proposal (“RFP”) document or information provided subsequently to bidders or applicants whether verbally or in documentary form by or on behalf of KVG Bank (or Bank), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by KVG Bank to any parties other than the applicants who are qualified to submit the bids (hereinafter individually and collectively referred to as “Bidder” or “Bidders” respectively). The purpose of this RFP is to provide the Bidders with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder requires. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. KVG Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. The information contained in the RFP document is selective and is subject to updating, expansion, revision and amendment. It does not purport to contain all the information that a Bidder requires. KVG Bank does not undertake to provide any Bidder with access to any additional information or to update the information in the RFP document or to correct any inaccuracies therein, which may become apparent.

KVG Bank reserves the right of discretion to change, modify, add or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Such change will be published on the Bank's Website (<https://www.kvgbank.com>) and it will become part and parcel of RFP.

KVG Bank in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. KVG Bank reserves the right to reject any or the entire Request for Proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of KVG Bank shall be final, conclusive and binding on all the parties.

**Abbreviations used in this Document:**

1.	ATS	Annual Technical Support
2.	BG	Bank Guarantee
3.	BOM	Bill of Material
4.	DD	Demand Draft
5.	IT	Information Technology
6.	EMD	Earnest Money Deposit
7.	GST	Goods and Service Tax
8.	HO	Head Office
9.	HTTP	Hyper Text Transfer Protocol
10.	HTTPS	Hyper Text Transfer Protocol Secure
11.	LD	Liquidated Damage
12.	MAF	Manufacturer Authorization Form
13.	MSME	Micro Small & Medium Enterprises
14.	MSE	Micro & Small Enterprises
15.	MTBF	Mean Time Between Failure
16.	MTTR	Mean Time To Restore
17.	NEFT	National Electronic Funds Transfer
18.	NI Act	Negotiable Instruments Act
19.	OEM	Original Equipment Manufacturer
20.	OS	Operating System
21.	OSM	Original Software Manufacturer
22.	RFP	Request For Proposal [Inter-alia the term 'Tender' is also used]
23.	RTGS	Real Time Gross Settlement
24.	MEITY	Ministry of Electronics and Information Technology

## LIST OF CONTENTS

Clause No.	TOPIC	Clause No.	TOPIC
	<b>A. INTRODUCTION</b>	31.	Determination of L1 Price
1.	About KVG Bank	32.	Bid Validity Period
2.	Definitions	33.	Proposal ownership
3.	About RFP	34.	Project ownership
4.	Objective	35.	Acceptance of offer
5.	Eligibility Criteria	36.	Award of Contract
6.	Participation Methodology	37.	Government of India Guidelines On Purchase Preference
7.	Requirement Details		<b>D. TERMS &amp; STIPULATIONS</b>
8.	Scope of Work	38.	Effective Date
	<b>B. BID PROCESS</b>	39.	Project execution
9.	Clarification to RFP & Pre-Bid queries	40.	Security Deposit / Performance Bank Guarantee
10.	Pre-Bid Meeting	41.	Execution of Agreement
11.	Amendment to Bidding Document	42.	Implementation, Integration, Migration and Commissioning
12.	Bid System Offer	43.	Acceptance
13.	Preparation of Bids	44.	Uptime
14.	Application Money	45.	Penalties/Liquidated Damages
15.	Earnest Money Deposit (EMD)/Bank Guarantee In Lieu Of EMD	46.	Pricing & Payments
16.	Make & Models	47.	Payment Terms
17.	Software Version	48.	Order cancellation/termination of contract
18.	Documentation	49.	Local support
19.	Cost & Currency	50.	Software, Drivers and Manuals
20.	Erasures or Alterations	51.	Training
21.	Assumptions/Presumptions/Modification	52.	Mean Time Between Failures (MTBF)
22.	Submission of Bids	53.	Defect Liability
23.	Bid opening	54.	Subcontracting
	<b>C. SELECTION OF BIDDER</b>		<b>E.GENERAL CONDITIONS</b>
24.	Preliminary Scrutiny	55.	Intellectual Property Rights
25.	Clarification of Offers	56.	Roles & Responsibility during project Implementation
26.	Evaluation of Bids	57.	Indemnity
27.	Bidders Presentation/Site Visit/Product Demonstration/POC	58.	Inspection of Records
28.	Normalization of Bids	59.	Assignment
29.	Intimation to Qualified/Successful Bidders	60.	Publicity
30.	Correction of Error in Commercial Bid ( )	61.	Insurance

62.	Guarantees	70.	Force majeure
63.	Confidentiality and Non-Disclosure	71.	Corrupt and Fraudulent Practices
64.	Amendments to the Agreement	72.	Resolution of disputes
65.	General Order Terms	73.	Modification/Cancellation of RFP
66.	Negligence	74.	Responsibilities of the Selected Bidder
67.	Responsibility for completeness	75.	Human Resource Requirement
68.	Responsibilities of the Bidder	76.	Legal Disputes and Jurisdiction of the court

<b>ANNEXURES ( To be submitted with Part A- Conformity to Eligibility Criteria)</b>	
1.	Checklist
2.	Bid Covering letter Format
3.	Eligibility Criteria Declaration
4.	Bidder's Profile
5.	Authorization Letter Format
6.	Track Record of Past Implementation of Projects towards Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.
7.	Non-Disclosure Agreement
<b>ANNEXURES( To be submitted with Part-B -Technical Proposal)</b>	
8.	Technical Bid Covering letter Format
9.	Technical Requirements of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model
10.	Scope of Work
11.	Undertaking of Authenticity for Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model
12.	Compliance Statement
13.	Undertaking Letter Format
14.	Escalation Matrix
15.	Manufacturer/Solution provider Authorization Form
<b>ANNEXURES( To be submitted with Part-C -Commercial Bid ( ))</b>	
16.	Covering letter format for Commercial Bid ( )
17.	Bill of Material

APPENDICES	
A.	Instructions to be noted while preparing/submitting Part A- Conformity to Eligibility Criteria
B.	Instructions to be noted while preparing/submitting Part B- Technical Proposal
C.	Instruction to be noted while preparing/submitting Part C-Commercial Bid ( )
D.	Bank Guarantee Format for Earnest Money Deposit
E.	Proforma of Bank Guarantee for Contract Performance
F.	Format for Sending Pre-Bid Queries
G.	PoC Checklist for Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model

## **A. INTRODUCTION**

### **1. About KVG Bank:**

Karnataka Vikas Grameena Bank is a Regional Rural Bank incorporated under the Regional Rural Banks Act, 1976 and licensed/authorized to carry on banking business under the Banking Regulations Act, 1949, having its Head office at P.B. No 111, Belgaum Road, Dharwad-580005. KVG Bank has ten Regional Offices (Dharwad, Gadag, Haveri, Belagavi, Chikkodi, Gokak, Vijayapura, Bagalkot, Kumata and Mangalore) situated in the aforementioned nine districts of its jurisdiction. KVGB Bank has a network of 629 branches. The Bank is a scheduled Bank with share capital contributed in the ratio of 50:15:35 by the Central Government, Government of Karnataka and Canara Bank respectively. The Bank is a forerunner in implementation of IT related products and services and continuously making efforts to provide the state of art technological products to its customers.

### **2. Definitions:**

- 2.1. 'Bank' means unless excluded by and repugnant context or the meaning thereof, shall mean 'KVG Bank', described in more detail in paragraph 1 above and which has invited bids under this Request for Proposal and shall be deemed to include its successor and permitted assigns.
- 2.2. 'RFP' means Request for Proposal for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model in KVG Bank.
- 2.3. 'Bidder' means a vendor submitting the proposal in response to RFP.
- 2.4. 'Solution' means Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model in KVG Bank.
- 2.5. 'Contract' means the agreement signed by successful bidder and the Bank at the conclusion of bidding process, wherever required.
- 2.6. 'Successful Bidder' / 'L1 bidder' means the Bidder who is found to be the lowest bidder after conclusion of the bidding process including the reverse auction, subject to compliance to all the Terms and Conditions of the RFP, etc.

### **3. About RFP:**

The Bank wishes to engage a service provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model in KVG Bank. In this connection, Bank invites sealed offers ('Conformity to Eligibility Criteria', 'Technical Proposal' and 'Commercial Bid') for **Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model** as per the Terms & Conditions, Technical Specifications and Scope of Work described elsewhere in this document.

### **4. Objective:**

Bank intends to engage a service provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model in KVG Bank as per the Terms & Conditions, Technical Specifications and Scope of Work described elsewhere in this document.

### **5. Eligibility Criteria:**

- 5.1. A vendor submitting the proposal in response to this RFP shall hereinafter be referred to as 'Bidder' and Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model in the Bank shall hereinafter be referred as "Solution".



- 5.2. Interested Bidders, who can implement Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model in the Bank and meeting the Eligibility Criteria as per Annexure-3 may respond.

**6. Participation Methodology:**

- 6.1. In a tender either the partner/distributor/System Integrator on behalf of the OSM or OSM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
- 6.2. If a partner/distributor/System Integrator bids on behalf of the OSM, the same partner/distributor/System Integrator shall not submit a bid on behalf of another OSM in the same tender for the same item/product.
- 6.3. In the event partner/distributor/System Integrator fails in their obligations to provide the product updates (including management software updates and new product feature releases) within 30 days of release/announcement, the OSM should assume complete responsibility on behalf of the partner/distributor/System Integrator to provide the same to the bank at no additional cost to the bank and will directly install the updates, upgrades and any new product releases at the Bank's premises. To this effect Bidder should provide a dealer/distributor certificate as per Annexure-15.

**7. Requirement Details**

- 7.1. Bank invites sealed offers ('Conformity to Eligibility Criteria', 'Technical Proposal' and 'Commercial Bid') for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model for various Branches/Offices of the Bank as per the Terms & Conditions, Technical Specifications and Scope of Work described elsewhere in this document. The brief description of the solution is furnished in following table:

Sl. No.	Item Details
a.	Secure Enterprise-class HRM Solution with different modules as per the technical specification.

- 7.2. Detailed technical specification and requirement for each of the above is furnished in Annexure-9 and Annexure-10. All the Services ordered for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model should be available for 5 Years.
- 7.3. Bank reserves the right to increase or decrease the quantum of purchase by 10% in respect to the quantity specified in this tender at the same rate arrived at on the Terms and Conditions of this Tender.

**8. Scope of Work:**

- 8.1. Bidder has to confirm compliance to the Scope of Work mentioned in Annexure-10.

**8.2. Project Completion and Management**

- 8.2.1. For smooth completion of project the Bidder should identify one or two of its representatives at Dharwad as a single point of contact for the Bank.
- 8.2.2. Project implementation team should be conversant with local rules and conditions to resolve the issues, if any.

## **B.BID PROCESS**

### **9. Clarification to RFP and Pre-Bid Queries:**

- 9.1. The bidder should carefully examine and understand the specifications, terms and conditions of the RFP and may seek clarifications, if required. The bidders in all such cases should seek clarification in writing in the same serial order as that of the RFP by mentioning the relevant page number and clause number of the RFP as per format provided under **Appendix-F.**
- 9.2. All communications regarding points requiring clarifications and any doubts shall be given in writing to the General Manager, KVG Bank, Head Office IT Division, PB No 111, Belgaum Road, Dharwad -580008 and email to [dit@kvgbank.com](mailto:dit@kvgbank.com) by the intending bidders before **03:00 PM on 06/08/2022.**
- 9.3. No queries will be entertained from the bidders after the above date and time.
- 9.4. The Bank will consolidate all the written queries and any further queries during the pre-bid meeting and the replies for the queries shall be made available in the Bank's website ([www.kvgbank.com](http://www.kvgbank.com)) and no individual correspondence shall be made. The clarification of the Bank in response to the queries raised by the bidder/s, and any other clarification/amendments/corrigendum furnished thereof will become part and parcel of the RFP and it will be binding on the bidders.
- 9.5. No oral or individual consultation will be entertained.

### **10. Pre-Bid meeting:**

- 10.1. A pre-bid meeting of the intending bidders will be held as scheduled below to clarify any point/doubt raised by them in respect of this RFP.

Date	Day	Time	Venue
10/08/2022	Wednesday	1.00PM	Online through VC.

VC Meeting link will be made available in the website one day before the pre-bid meeting. No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under NI Act by the Government subsequent to issuance of RFP, the next working day will be deemed to be the pre-bid meeting day. Authorized representatives of interested bidders shall be present during the scheduled time. In this connection, Bank will allow maximum of Two (2) representatives from each Bidder to participate in the pre-bid meeting.

- 10.2. Bank has the discretion to consider any other queries raised by the bidder's representative during the pre-bid meeting.
- 10.3. Bank will have liberty to invite its technical consultant or any outside agency, wherever necessary, to be present in the pre-bid meeting to reply to the technical queries of the Bidders in the meeting.
- 10.4. The Bank will consolidate all the written queries and any further queries during the pre-bid meeting and the replies for the queries shall be made available in the Bank's website ([www.kvgbank.com](http://www.kvgbank.com)) and no individual correspondence shall be made. The clarification of the Bank in response to the queries raised by the bidder/s, and any other clarification/amendments/corrigendum furnished thereof will become part and parcel of the RFP and it will be binding on the bidders.
- 10.5. Non reply to any of the queries raised by the vendors during pre-bid Meeting shall not be considered as acceptance of the query/issue by the Bank.

## **11. Amendment to Bidding Document:**

- 11.1. At any time prior to deadline for submission of Bids, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by prospective bidder, may modify the bidding document, by amendment.
- 11.2. Notification of amendments will be made available on the Bank's website only (i.e. [www.kvgbank.com](http://www.kvgbank.com)) and will be binding on all bidders and no separate communication will be issued in this regard.
- 11.3. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for submission of Bids.

## **12. Bid System Offer:**

This is a two bid system which has following 3 (Three) parts:

- 12.1. **Part A-Conformity to Eligibility Criteria:** Indicating their compliance to Eligibility Criteria. The instructions for submission of Conformity to Eligibility Criteria are as per **Appendix-A**.
- 12.2. **Part B-Technical Proposal:** Indicating the response to the Technical specification for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model in KVG Bank. The instructions for submission of Technical Proposal are as per **Appendix-B**.
- 12.3. **Part C-Commercial Bid ():** Furnishing all relevant information as required as per Bill of Material as per **Annexure-17**. The instructions for submission of Commercial Bid () are as per **Appendix-C**.

## **13. Preparation of Bids:**

- 13.1. The Bid shall be typed or written in English language with font size of 12 in indelible ink 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 affix signature in all pages of the Bids, except for un-amended printed literature.
  - 13.1.1. The three parts, as stated above, should be placed in three separate envelopes superscribed with 'Conformity to Eligibility Criteria', 'Technical Proposal' and 'Commercial Bid' respectively and properly closed and sealed. Thereafter, all the three envelopes shall be placed inside another envelope and properly closed and sealed. The final envelope should be superscribed as "**Offer for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model in response to RFP 02/2022-23 dated 29/07/2022**" (includes separately sealed 'Conformity to Eligibility Criteria', 'Technical Proposal' and 'Commercial Bid' on the top of the envelope. All the envelopes shall bear the name and complete postal address of the bidder as well as the addressee, namely the General Manager, Karnataka Vikas Grameena Bank, Head Office IT Division, P B No 111, Belgaum Road, Dharwad -580005.
  - 13.1.2. All the pages of Bid including Brochures should be made in an organized, structured, and neat manner. Brochures / leaflets etc. should not be submitted in loose form. All the pages of the submitted bids should be paginated with Name, Seal and Signature of the Authorized Signatory.

Bids with erasing / overwriting / cutting without authentication may be liable for rejection. Authorization letter for signing the Bid documents duly signed by Company's Authorized signatory should be submitted.

- 13.1.3. All the envelopes shall bear the name and complete postal address of the Bidder and authority to whom the Bid is submitted.

**13.2. Part A- Conformity to Eligibility Criteria:**

- 13.2.1. Before submitting the bid, the bidders should ensure that they confirm to the eligibility criteria as stated in **Annexure-3** of RFP. Only after satisfying themselves of the eligibility, the Offer should be submitted.
- 13.2.2. The Conformity to Eligibility Criteria as per **Annexure-3** among others must contain Demand Draft towards the Application Money as per the **Clause 14**, and EMD/ Bank Guarantee in lieu of EMD as per **Appendix-D** of this document. The Conformity to Eligibility Criteria should be complete in all respects and contain all information sought for, as per **Appendix-A**.
- 13.2.3. The Placement of Application Money and EMD in other than **Part A- Conformity to Eligibility Criteria** will make the bid liable for rejection.
- 13.2.4. After ensuring the above, it shall be placed inside a separate Envelope and sealed and superscribed on the top of the cover as "**PART A- Conformity to Eligibility Criteria for RFP 02/2022-23 dated 29/07/2022 for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model**".

**13.3. Part B-Technical Proposal:**

- 13.3.1. Technical Proposal should be submitted as per the instructions in **Appendix-B**. Relevant technical details and documentation should be provided along with Technical Proposal.
- 13.3.2. It is mandatory to provide the technical details of the Solution required by the bank in the exact format of **Annexure-9** of this tender.
- 13.3.3. The offer may not be evaluated and may be rejected by the Bank without any further reference in case of non-adherence to the format or partial submission of technical information as per the format given in the offer.
- 13.3.4. If any part of the technical specification offered by the bidder is different from the specifications sought in our RFP, the bidder has to substantiate the same in detail the reason for their quoting a different specification than what is sought for, like higher version or non-availability of the specifications quoted by us, invariably to process the technical offer.
- 13.3.5. The Bank shall not allow / permit changes in the technical specifications once it is submitted.
- 13.3.6. The relevant product information, brand, model number offered, printed product brochure, technical specification sheets etc. should be submitted along with the Offer. Failure to submit this information along with the offer may result in disqualification.
- 13.3.7. The Technical Proposal should be complete in all respects and contain all information sought for, as per **Appendix-B**. **Masked Bill of Material must be attached in Technical Offer and should not contain any price information.** The Part B-Technical Proposal should be complete and should cover all products and services. Technical Proposal without masked Bill of Materials will be liable for rejection.

13.3.8. Masked Bill of Material which is not as per below instruction will make Bid liable for rejection:

13.3.8.1. Should be replica of Bill of Material except that it should not contain any price information (with Prices masked).

13.3.8.2. It should not provide any price information like, unit price, tax percentage, tax amount, AMC/ATS charges, Implementation Charges etc.

13.3.9. After ensuring the above, it shall be placed inside a separate Envelope and sealed and superscribed on the top of the cover as **“PART B- Technical Proposal for RFP 02/2022-23 dated 29/07/2022 for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model”**.

**13.4. Part C-Commercial Bid :**

13.4.1. Commercial Bid should be submitted as per the instructions in **Appendix-C**.

13.4.2. Commercial Bid shall be submitted as per Bill of Material and other terms and conditions of RFP on prices. Bill of Material should give all relevant price information as per **Annexure-17**. Any deviations from the Bill of Material / non submission of prices as per the format shall make the bid liable for rejection.

13.4.3. Under no circumstances the Bill of Material should be kept in Part-A (i.e. Conformity to Eligibility Criteria) or Part B (i.e. Technical Proposal) Covers. **The placement of Bill of Material in Part A (i.e. Conformity to Eligibility Criteria) or Part B (i.e. Technical Proposal) covers will make bid liable for rejection.**

13.4.4. The Bill of Material must be attached in Technical Proposal as well as Commercial Bid. The format will be identical for both Technical Proposal and Commercial Bid, **except that the Technical Proposal should not contain any price information (with Prices masked)**. Any change in the Bill of Material format may render the bid liable for rejection.

13.4.5. Bidder must take care in filling price information in the Commercial Offer, to ensure that there are no typographical or arithmetic errors. All fields must be filled up correctly.

13.4.6. Any change in the Bill of Material format may render the bid liable for rejection. The Commercial Bids that are incomplete or conditional are liable to be rejected.

13.4.7. The Bidder should indicate the individual taxes, and its applicable rate along with the estimated tax amounts to be paid by the Bank.

13.4.8. After ensuring the above, it shall be placed inside a separate Envelope and sealed and superscribed on the top of the cover as **“PART C- Commercial Bid for RFP 02/2022-23 dated 29/07/2022 for Selection of Service Provider for Implementation, of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model**.

**14. Application Money:**

14.1. This document can be downloaded from Bank's website <http://www.kvgbank.com/tenders>. In that event, the bidders should pay the Application Fee of **Rs.5900/-(non-refundable) (Rs.5000/- Plus GST)** for tender document by means of DD drawn on any scheduled Commercial Bank in favour of Karnataka Vikas Grameena Bank, payable at Dharwad and submit the same along with **Part A - Conformity to Eligibility Criteria**.

- 14.2. Submission of the Application Money in other than “Part-A-Conformity to the Eligibility Criteria” Envelope is liable to be rejected on grounds of non-payment of the Application Money.
- 14.3. The Bidder shall bear all costs associated with the preparation and submission of the Bid and Bank will not be responsible for the costs, regardless of the conduct or outcome of the bidding process. The Bank is not liable for any cost incurred by the Bidder in replying to this RFP. It is also clarified that no binding relationship will exist between any of the respondents and the Bank until the execution of the contract.

**15. Earnest Money Deposit (EMD)/Bank Guarantee In Lieu Of EMD:**

- 15.1. The bidder shall furnish Non interest earning Earnest Money Deposit (EMD) of **Rs.100000/- (Rupees One lakh Only)** by way of Demand Draft drawn on any Scheduled Commercial Bank In India in favour of Karnataka Vikas Grameena Bank, payable at Dharwad and should be kept along with the Part-A - Conformity to Eligibility Criteria.
- 15.2. In Case the EMD is submitted in the form of Bank Guarantee the same should be valid for the minimum period of 6 months with additional claim period of 3 months from the last date for submission of offer. Bank at its discretion can demand for extension for the validity of EMD. The format for submission of EMD in the form of Bank Guarantee is as per **Appendix-D**.
- 15.3. Submission of EMD in other than Part A-Conformity to Eligibility Criteria Envelope is liable to be rejected on grounds of non-submission of EMD.
- 15.4. The EMD of the Bidders not qualified under Technical Proposal will be returned within 15 days after opening the Commercial Bid of the Technically Qualified Bidders. The EMD of Technically Qualified bidders will be returned upon the selected bidder accepting the order and furnishing the Performance Bank Guarantee.
- 15.5. The EMD may be forfeited/ Bank Guarantee may be invoked:
- 15.5.1. If the bidder withdraws or amends the bid during the period of bid validity specified in this document.
- 15.5.2. If the selected bidder fails to accept the purchase order within 7 days or fails to sign the contract or fails to furnish performance guarantee in accordance with the terms of the RFP.

**16. Make and Models:**

It is mandatory to provide make & model of all the items and their subcomponents as has been sought in the technical specification. The Offer may not be evaluated and / or will be liable for rejection in case of non-submission or partial submission of make, model of the items offered. Please note that substituting required information by just brand name is not enough. Bidder should not quote hardware which is already End of Sale. Bidder also should not quote hardware which are impending End of Sale.

**17. Software Version:**

The bidder should ensure usage of latest licensed software with proper update/patches and their subcomponents as has been sought in the technical/functional requirements. The Offer may not be evaluated and / or will be liable for rejection in case of non-submission or partial submission of Software Version of the items offered. Please note that substituting required information by just software name is not enough. Bidder should not quote Software which is already End of Sale. Bidder also should not quote Software which are impending End of Sale.

**18. Documentation:**

Technical information in the form of Brochures / Manuals / CD etc. of the most current and updated version available in English must be submitted in support of the Technical Offer made without any additional charges to the bank. The Bank is at liberty to reproduce all the documents and printed materials furnished by the Bidder in relation to the RFP for its own use.

**19. Costs & Currency:**

The Offer must be made in Indian Rupees only as per Bill of Material (**Annexure-17**).

**20. Erasures or Alterations:**

The Offers containing erasures or alterations or overwriting may not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled in. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. The Bank may treat such Offers as not adhering to the tender guidelines and as unacceptable.

**21. Assumptions/Presumptions/Modifications:**

The Bank would like to expressly state that any assumption, presumptions, modifications, terms, conditions, deviation etc., which the bidder includes in any part of the Bidder's response to this RFP, will not be taken into account either for the purpose of evaluation or at a later stage, unless such assumptions, presumptions, modifications, terms, conditions deviations etc., have been accepted by the Bank and communicated to the bidder in writing. The bidder at a later date cannot make any plea of having specified any assumption, terms, conditions, deviation etc. in the bidder's response to this RFP document. No offer can be modified or withdrawn by a bidder after submission of Bid/s.

**22. Submission of Bids:**

**22.1.** The Name and address of the Bidder, RFP No. and Due Date of the RFP are to be specifically mentioned on the Top of the envelope containing Bid.

**22.2.** The bid/s properly superscribed in the manner prescribed in earlier clauses of this RFP should be sent to the below address on or before Date and Time mentioned below:

Last Date of submission of Bid	Day	Time	Address
20/08/2022	Saturday	Up to 03:00 PM	Karnataka Vikas Grameena Bank, Head Office, IT Division, PB No 111, Belgaum Road, Dharwad 580005.

**22.3.** If the last day of submission of bids is declared as a holiday under NI Act by the Government subsequent to issuance of RFP, the next working day will be deemed to be the last day for submission of the RFP. The Bid/s which is/are submitted after the said date and time shall not be considered.

**22.4.** Bids can be sent through post/courier dispatched to the above mentioned address. Bids can also be submitted in hand at the above mentioned Address.

- 22.5. If the envelopes, including the outer envelope is not sealed and marked in the prescribed manner, the Bank will assume no responsibility for the bid's misplacement or premature opening.
- 22.6. The following official will facilitate in bid related queries and make arrangements for deposit of bid documents.
- 22.7.

Official details
<b>Ms. K S Anuradha</b> Senior Manager KVG Bank Dharwad - 580005. Tel - Email:-dit@kvgbank.com

### 23. Bid Opening:

- 23.1. The **Part A- Conformity to Eligibility Criteria** shall be opened in the presence of the Bidder's representative/s who may choose to attend the bid opening as per following schedule.

Date	Day	Time	Venue
22/08/2022	Monday	03:00 PM	Karnataka Vikas Grameena Bank, Head Office, IT Division, PB No 111, Belgaum Road, Dharwad 580005.

Bidder's representative may be present in the place and venue well in time along with an authorization letter in hand for each bid opening under this RFP, as per the format (Annexure-5) enclosed.

**Note: Authorization letter should be carried in person and shall not be placed inside in any of the bid covers.**

- 23.2. Attendance of all the representatives of the bidders who are present at bid opening will be taken in a register against Name, Name of the Company and with full signature.
- 23.3. The Bidders may note that no further notice will be given in this regard. Further, in case the bank does not function on the aforesaid date due to unforeseen circumstances or declared as holiday then the bid will be accepted up to 1.00 PM on the next working day and bids will be opened at 3:30 PM at the same venue on the same day.
- 23.4. The following details will be announced at the time of bid opening.
- 23.4.1. Name of the Bidders.
- 23.4.2. Presence or absence of cost of the Bidding document and Bid security.
- 23.4.3. Such other details as the Bank at its discretion may consider appropriate.
- 23.5. If any of the bidders or all bidders who submitted the tender are not present during the specified date, time, and venue of opening it will be deemed that such bidder is not interested to participate in the opening of the Bid/s and the bank at its discretion will proceed further with opening of the Part A - Conformity to Eligibility Criteria in their absence.



23.6. The **Part A-Conformity to Eligibility Criteria** submitted by the bidder will be evaluated based on the Eligibility Criteria stipulated in RFP document. The **Part B-Technical Proposal** of only those bidders who qualified in **Part A-Conformity to Eligibility Criteria** will be opened with due communication by the bank.

23.7. The Commercial Bid of only those bidders who are qualified in **Part-B Technical Proposal** will be opened for arriving at L1.

## **C. SELECTION OF BIDDER**

### **24. Preliminary Scrutiny:**

The Bank will scrutinize the Bid/s received to determine whether they are complete in all respects as per the requirement of RFP, whether the documents have been properly signed, whether items are offered as per RFP requirements and whether technical documentation as required to evaluate the offer has been submitted.

Prior to detailed evaluation, the Bank will determine the substantial responsiveness of each Bid to the bidding document. Substantial responsiveness means that the bid conforms to all terms and conditions, scope of work and technical specifications and bidding document is submitted without any deviations.

### **25. Clarification of Offers:**

25.1. During the process of scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, seek clarifications from all the bidders/any of the bidders on the offer made by them. The bidder has to respond to the bank and submit the relevant proof /supporting documents required against clarifications, if applicable. The request for such clarifications and the Bidders response will necessarily be in writing and it should be submitted within the time frame stipulated by the Bank.

25.2. The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. Bank's decision with regard to 'minor non-conformity' is final and the waiver shall be binding on all the bidders and the Bank reserves the right for such waivers.

### **26. Evaluation of Bid:**

26.1. The Bank will evaluate the bid submitted by the bidders under this RFP. The Part A- Conformity to Eligibility Criteria submitted by the bidder will be evaluated based on **Annexure-3** of RFP. The Part B-Technical Proposal of only those bidders who qualified in Part A- Conformity to Eligibility Criteria, will be opened with due communication by the Bank. The Commercial Bid of only those bidders who qualified in Part B-Technical Proposal will be reckoned for evaluation purpose.

26.2. The Bid will be evaluated by a Committee of officers of the Bank. If warranted, the Bank may engage the services of external consultants for evaluation of the bid. It is Bank's discretion to decide at the relevant point of time.

### **27. Bidders Presentation /Site Visits / Product Demonstration/POC**

27.1. The Bank reserves the right to call for a presentation on the features and functionalities from those Bidders who have qualified in **Part A-Conformity to Eligibility Criteria**.

27.2. As a Part of Technical Evaluation based on the technical bids submitted by the Bidders, Bank at its discretion may call the Bidders for conducting POC (Proof of Concept) of the Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model proposed by them. This exercise will be undertaken before opening of the

Commercial Bids of the Bidders whose Part B-Technical proposals has been opened. PoC Checklist for Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model is mentioned in **Appendix-G**.

- 27.3. Bidders are further required to be in preparedness to demonstrate the proposed solution by arranging for product walk-through at their own installations/principals/ R&D labs duly meeting the specific requirements/issues raised by the Bank.
- 27.4. The Bank at its discretion call for providing of Proof of Concept (PoC) of proposed solution at the site mutually agreed.
- 27.5. Setting of evaluation criteria for product demonstrations shall be entirely at the discretion of the Bank. The decision of Bank in this regard shall be final and in this regard, no correspondence shall be entertained.
- 27.6. All expenses incurred in connection with the above shall be borne by the bidder. However, Bank will bear the travelling, boarding and lodging expenses related to its own personnel and its Consultants, if any.

## **28. Normalization of Bids**

- 28.1. The Bank may go through a process of technical evaluation and normalization of the bids to the extent possible and feasible to ensure that, shortlisted bidders are more or less on the same technical ground. After the normalization process, if the Bank feels that, any of the Bids needs to be normalized and that such normalization has a bearing on the price bids; the Bank may at its discretion request all the technically shortlisted bidders to re-submit the technical and Commercial Bids once again for scrutiny. The resubmissions can be requested by the Bank in the following manner;
  - 28.1.1. Incremental bid submission in part of the requested clarification by the Bank
  - OR**
  - 28.1.2. Revised submissions of the entire bid in the whole
- 28.2. The Bank can repeat this normalization process at every stage of bid submission till Bank is satisfied. The shortlisted bidders agree that, they have no reservation or objection to the normalization process and all the technically shortlisted bidders will, by responding to this RFP, agree to participate in the normalization process and extend their co-operation to the Bank during this process.
- 28.3. The shortlisted bidders, by submitting the response to this RFP, agree to the process and conditions of the normalization process.

## **29. Intimation to Qualified/Successful Bidders:**

The Bank will prepare a list of qualified bidders at each stage on the basis of evaluation of Part A - Conformity to Eligibility Criteria, Part - B Technical Proposal and Part C- Commercial Bid. The names of qualified bidders at each stage would be announced on the Notice Board/Bank's website (i.e. [www.kvgbank.com](http://www.kvgbank.com)). Commercial Bids of only technical qualified bidders shall be opened. Final list of the bidders (L1, L2, L3 ....etc.) will be announced as indicated above. No separate intimation will be sent to successful Bidder.

## **30. Correction of Error In Commercial Bid**

Bank reserves the right to correct any arithmetical errors furnished in the Commercial Bid. If any such errors are noticed it will be rectified on the following basis:

- 30.1. Bank may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation.

- 30.2. If there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price shall be corrected accordingly.
- 30.3. If there is discrepancy between percentage and amount, the amount calculated on percentage basis will prevail.
- 30.4. If there is discrepancy in the total arrived at Bill of Material (addition, subtraction, multiplication, division and carryover of amount from one page to another), correct total will be arrived by the Bank and the same will prevail over the total furnished in the Bill of Material
- 30.5. If there is a discrepancy between words and figures, the rate/ amount in words shall prevail, unless the amount expressed in words is related to an arithmetical error in which case, the amount in figures will prevail, subject to the above two provisions.
- 30.6. If the bidder does not accept the correction of errors, the bid will be rejected.

**31. Determination of L1 Price:**

- 31.1. L1 Price will be determined after giving effect to arithmetical correction, if any.
- 31.2. The L-1 bidder will be determined on the basis of the lowest price quoted in the commercial bid on total cost of ownership.
- 31.2.1. Bank will call the technically qualified bidders for commercial bid opening.
- 31.3. The Bank reserves the right to modify any terms, conditions and specifications of the RFP and Bank reserves the right to obtain revised price bids from the bidders with regard to change in RFP clauses. The Bank reserves the right to accept any bid in whole or in part.

**32. Bid Validity Period:**

The Offer submitted and the prices quoted therein shall be valid for 180 days from the date of opening of Commercial Bid. Bid valid for any shorter period shall be rejected by the Bank.

**33. Proposal Ownership:**

The proposal and all supporting documentation submitted by the bidder shall become the property of the Bank. As the Bidder's proposal is important to the evaluation and selection process, it is necessary that, the bidder carefully prepares the proposal as per the prescribed format only. Under no circumstance, the format can be changed, altered or modified. Bidders must provide categorical and factual replies to specific questions. Bidders may provide additional technical literature relating to their proposal but in a separate Annexure. Correct and current technical details must be completely filled in. The Appendices/Annexures to this RFP shall form integral part of the RFP.

**34. Project Ownership:**

- 34.1. If the bidder is offering solutions/products from other bidders/principals, as required in this RFP, they shall detail the responsibilities of the parties involved and also submit a letter of undertaking from the parties mentioning their consent and assurance for satisfactory performance of the project. The bidder must specify any and all relationships with third parties in respect of the ownership and also maintenance & support of all hardware and software related to **Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model** which are relevant to this RFP.
- 34.2. Ownership letter by the bidder to be submitted (Undertaking letter by the bidder taking the ownership of the project execution) in case third party is also involved

in project execution either fully or partially. The bidder shall also submit the ownership certificate issued by the third party clearly mentioning the extent of ownership.

- 34.3. The Bidder also has to submit a certificate/Letter from OEM that the proposed Hardware, OS, any other related software and the solution offered by the bidder to the Bank are correct, viable, technically feasible for implementation and the solution will work without any hassles.

**35. Acceptance of Offer:**

- 35.1. The Bank reserves its right to reject any or all the offers without assigning any reason thereof whatsoever.
- 35.2. The Bank will not be obliged to meet and have discussions with any bidder and/or to entertain any representations in this regard.
- 35.3. The bids received and accepted will be evaluated by the Bank to ascertain the best and lowest bid in the interest of the Bank. However, the Bank does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all bids at any point of time prior to the order without assigning any reasons whatsoever. The bank reserves the right to re-tender the RFP with or without modifications. Bank shall not be obliged to inform the affected bidder(s) of the grounds for the Bank's rejection.
- 35.4. The bidder including those, whose tender is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him through or in connection with his submission of tenders, even though the Bank may elect to modify/withdraw the tender.

**36. Award of Contract:**

- 36.1. The Bidder who is L1 as per above clause no. 31 will be referred to as the selected bidder and Bank will notify the name of the selected bidder by display in the Notice Board of the Bank.
- 36.2. The contract shall, be awarded and the order shall be placed on selected L1 Bidder. Bank may release the order either in Full or in part or place more than one order towards the contract based on project plan.
- 36.3. The selected bidder shall submit the acceptance of the order within seven days from the date of receipt of the order. No conditional or qualified acceptance shall be permitted. The effective date for start of provisional contract with the selected Bidder shall be the date of acceptance of the order by the bidder.
- 36.4. Bank reserves its right to consider at its sole discretion the late acceptance of the order by selected bidder.
- 36.5. The Shortlisted bidder/s will be required to supply the solution along with the hardware if any to various branches / Offices of the Bank at the rates not higher than the agreed rate finalized under this RFP.

**37. Government of India Guidelines On Purchase Preference:**

**37.1. Procurement through Micro & Small Enterprises [MSEs]:**

Procurement through MSEs will be done as per the Policy guidelines issued by the Ministry of Micro, Small & Medium Enterprises from time to time. Following are the conditions applicable as per the Government of India Guidelines

37.1.1. This MSEs should have registered with :

37.1.1.1. District Industries Centres or

- 37.1.1.2. Khadi Village Industries Commission or
  - 37.1.1.3. Khadi & Village Industries Board or
  - 37.1.1.4. Coir Board or National Small Industries Corporation or
  - 37.1.1.5. Directorate of Handicrafts & Handloom or
  - 37.1.1.6. Any other body specified by the Ministry of Micro, Small & Medium Enterprises.
- 37.1.2. MSEs participating in tenders, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than MSE & such MSE shall be allowed to supply upto 20% of total tendered value. In case of more than one such MSE, the supply shall be shared proportionately according to the tendered quantity.
- 37.1.3. Bank shall procure minimum 20% of their annual value of goods or services from MSEs.
- 37.1.4. **Special provisions for MSEs owned by SC or ST-**  
Out of the 20% annual target from MSE, a sub-target of 20% [i.e. 4% out of 20%] shall be earmarked for procurement from MSE owned by SC or ST entrepreneurs.
- 37.1.5. MSEs are also exempted from paying Application fee/cost & EMD.
- 37.1.6. MSEs should submit the relevant documentary proof for claiming the exemptions.
- 37.1.7. MSEs shall have basic required qualification under eligibility criteria specified in the RFP and the above Policy will be applicable to those qualifying Bidders only.
- 37.2. The Eligible MSEs who intend to match the L1 Price (ultimately decided by the Bank) shall indicate the willingness to match the L1 Price within 6 working days from the date of communication from the Bank to avail the purchase preference.

#### **D. TERMS AND STIPULATIONS.**

##### **38. Effective Date:**

- 38.1. The effective date shall be date of acceptance of the order by the selected bidder. However, the bidder shall submit the acceptance of the order within seven days from the date of receipt of order. The Bank reserves the right to consider the late acceptance of the order, if any, at its discretion.
- 38.2. Failure to accept the order within seven days from the date of receipt of the order, makes the EMD liable for forfeiture at the discretion of the Bank. Thereafter the Bank shall be at liberty to proceed with procurement from the other Bidders within the purview of the same RFP by calling for fresh commercial quotes from the bidders. In such an event, the initially selected bidder stands disqualified for further participating in the subject Bid.

##### **39. Project Execution:**

- 39.1. Within 21 days from the date of acceptance of the Order, the selected bidder shall sign a stamped "Agreement" with the Bank at Dharwad as per the format to be provided by the Bank. Failure to execute the Agreement makes the EMD liable for forfeiture at the discretion of the Bank and also rejection of the selected Bidder.

- 39.2. The Agreement shall include all terms, conditions and specifications of RFP and also the Bill of Material and Price, as agreed finally after Bid evaluation and negotiation. The Agreement shall be executed in English language in one original, the Bank receiving the duly signed Original and the selected Bidder receiving the photocopy. The Agreement shall be valid till all contractual obligations are fulfilled.

**40. Security Deposit / Performance Bank Guarantee:**

- 40.1. The successful bidder should submit a Security Deposit / Performance Guarantee for 3% of total value of the contract within 15 days from the date of acceptance of the Order.
- 40.2. If the Security Deposit /Performance Guarantee is not submitted within the time stipulated above, penalty at 0.50% (Plus GST) for each completed calendar week of delay or part thereof on the value of the order (Exclusive of Taxes) will be deducted from the delivery payment or from any other payments for the delay in submission of Bank Guarantee. The total penalty under this clause shall be restricted to 2% (Plus GST) of the total order value (Exclusive of Taxes).
- 40.3. Security Deposit should be submitted by way of DD drawn on Karnataka Vikas Grameena Bank payable at Dharwad / Bank Guarantee may be obtained from any of the Scheduled Banks (other than KVG Bank). However, it should be as per the **Appendix-E**.
- 40.4. Security Deposit/Performance Bank Guarantee should be valid for Five years from the date of acceptance of project and shall be retained till the completion of contract period. The guarantee should also contain a claim period of Three months from the last date of validity.
- 40.5. The selected bidder shall be responsible for extending the validity date and claim period of the Bank guarantees as and when it is due, on account of incompleteness of the project and warranty period.
- 40.6. The security deposit / bank guarantee will be returned to the bidder on completion of Warranty Period.
- 40.7. The Bank shall invoke the Bank guarantee before the expiry of validity, if work is not completed and the guarantee is not extended, or if the selected bidder fails to complete his obligations under the contract. The Bank shall notify the selected bidder in writing before invoking the Bank guarantee.

**41. Execution of Agreement.**

- 41.1. Within 21 days from the date of acceptance of the Order, the selected bidder shall sign a stamped "Agreement" with the Bank at Dharwad as per the format to be provided by the Bank. Failure to execute the Agreement makes the EMD liable for forfeiture at the discretion of the Bank and also rejection of the selected Bidder.
- 41.2. The Agreement shall include all terms, conditions and specifications of RFP and also the Bill of Material and Price, as agreed finally after Bid evaluation and negotiation. The Agreement shall be executed in English language in one original, the Bank receiving the duly signed Original and the selected Bidder receiving the photocopy. The Agreement shall be valid till all contractual obligations are fulfilled.

#### **42. Implementation and Commissioning:**

- 42.1. The successful bidder should ensure implementation of the entire solution, along with the migration of existing data, and complete all works as specified in the Scope of Work of this RFP within **three Months** from the date of acceptance the Purchase Order.
- 42.2. Partial or incomplete implementation will not be considered as completion of project.

#### **43. Acceptance:**

- 43.1. Bank will evaluate the offered Solution implemented by the bidder, if during the implementation period, the Solution experiences no failures and functions according to the requirements of the RFP, as determined by the Bank; the Solution shall be considered accepted by the Bank and the project will be considered deemed signed-off.
- 43.2. After the Solution has been accepted by the Bank, the Vendor may submit an invoice for the Solution.

#### **44. Uptime:**

- 44.1. The bidder shall guarantee **24x7x365** availability with monthly uptime of **96.9%** for the solution as specified in **Annexure-9**, during the period of the Contract, if contracted, which shall be calculated on monthly basis.
- 44.2. The "Uptime" is, for calculation purposes, equals to the Total contracted hours in a month less Downtime. The "Downtime" is the time between the Time of Failure and Time of Restoration within the contracted hours. "Failure" is the condition that renders the Bank unable to perform any of the defined functions on the Solution. "Restoration" is the condition when the selected bidder demonstrates that the solution is in working order and the Bank acknowledges the same.
- 44.3. If the Bidder is not able to attend the troubleshooting calls on solution working due to closure of the office/non-availability of access to the solution, the response time/uptime will be taken from the opening of the office for the purpose of uptime calculation. The Bidder shall provide the Monthly uptime reports during the warranty period and ATS period, if contracted.
- 44.4. The Downtime calculated shall not include any failure due to bank, third party and Force Majeure.
- 44.5. The percentage uptime is calculated on monthly basis as follows:

(Total contracted hours in a month - Downtime hours within contracted hours)

\_\_\_\_\_ X 100

Total contracted hours in a month

- 44.6. Contracted hours of a month = No. of days in that month X 24 Hours.

#### **45. Penalties/Liquidated Damages:**

##### **45.1. Penalties/Liquidated damages for delay in Implementation:**

- 45.1.1. Non-compliance of the Implementation as per **clause (42.1)** will result in the Bank imposing penalty of 0.50% (Plus GST) on delay on installation per week or part thereof, on the invoice value (exclusive of Taxes) location/office address wise.

- 45.1.2. However, the total Penalty/LD to be recovered under above clauses 45.1.1 shall be restricted to 10% (Plus GST) of the total value of the order (exclusive of Taxes).

**45.2. Penalties/Liquidated damages for not maintaining uptime :**

- 45.2.1. If the bidder fails to maintain the guaranteed uptime, Penalty for uptime will be deducted as under:

Level of availability calculated on monthly basis	Penalty amount
96.90% to 100%	No Penalty would be deducted
95.99% to < 96.90%	0.10% (Plus GST) on total order value for every hour or part thereof.
95.50% to <95.99%	0.20% (Plus GST) on total order value for every hour or part thereof.
94.99% to <95.50%	0.30% (Plus GST) on total order value for every hour or part thereof.
94.95% to <94.99%	0.50% (Plus GST) on total order value for every hour or part thereof.
<94.95%	1.00% (Plus GST) on total order value for every hour or part thereof.

- 45.2.2. The maximum penalty levied as per above clause (45.1.1) shall not be more than the 10% (Plus GST) of amount payable for that year (exclusive of Taxes) for one Year.

- 45.2.3. If monthly uptime is less than 95%, the Bank shall levy penalty as above and shall have full right to terminate the contract under this RFP. The right of termination shall be in addition to the penalty. The above penalty shall be deducted from any payments due to the bidder.

- 45.3. **Penalties/Liquidated Damages for non-performance:** If the specifications of the RFP are not met by the bidder during various tests, the bidder shall rectify the same at bidders cost to comply with the specifications immediately to ensure the committed uptime, failing which the Bank reserves its right to invoke the Bank Guarantee.

- 45.4. The liquidated damages shall be deducted / recovered by the Bank from any money due or becoming due to the bidder under this purchase contract or may be recovered by invoking of Bank Guarantees or otherwise from bidder or from any other amount payable to the bidder in respect of other Purchase Orders issued under this contract, levying liquidated damages without prejudice to the Bank's right to levy any other penalty where provided for under the contract.

- 45.5. All the above LDs are independent of each other and are applicable separately and concurrently.

- 45.6. LD is not applicable for the reasons attributable to the Bank and Force Majeure.

**46. Pricing & Payments:**

- 46.1. The Price offered to the Bank must be in Indian Rupees inclusive of all taxes but Exclusive of GST (CGST/SGST). The Vendor has to quote the applicable taxes separately in the Bill of Material.

- 46.2. The item value along with GST should be claimed in the invoice and GST will be paid in actuals at our end.



- 46.3. No escalation in price quoted is permitted for any reason whatsoever. Prices quoted must be firm till the completion of the contract including warranty period.
- 46.4. From the date of placing the order till the delivery of the systems, if any changes are brought in the duties such as excise/customs etc., 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.
- 46.5. Applicable Taxes will be paid at actuals.

**47. Payment Terms:**

**47.1. Payment schedule will be as under:**

Sl. No.	Payment Stages	Percentage of Payment	Condition/Remarks
a.	UAT sign off.	25%	After completion of One-time Implementation, Integration & Migration Charges and acceptance of the Bank after deducting applicable penalties and Liquidated damages as per RFP Terms.
b.	Implementation & production sign off.	75%	After complete implementation and satisfactory functioning of the solution for one month.
c.	Enterprise HRM Solution Service.	Quarterly	Payment will be on quarterly basis in arrears after deducting applicable LD and taxes.

- 47.2. Please note that Originals of invoices (plus One Copy) reflecting GST, GSTIN, State Code, State Name, Taxes & Duties, Proof of delivery duly signed by Bank officials of the respective Branch/office should be submitted while claiming payment in respect of orders placed.
- 47.3. The vendor has to submit commissioning reports duly signed by the Bank officials of the respective Branch/offices, while claiming payment. The invoice and installation report should contain the details of the services delivered as per Bill of Material.
- 47.4. Bank will not pay any amount in advance.
- 47.5. Payment shall be released within 30 days of submission of relevant documents as per RFP terms.
- 47.6. The bank shall finalize the implementation format mutually agreed by the bidder. The bidder shall strictly follow the mutually agreed format and submit the same for each location wise while claiming installation and acceptance payment.
- 47.7. The payments will be released through NEFT/RTGS after deducting the application LD/Penalty, TDS if any, centrally by Head Office at Dharwad and the Selected Bidder has to provide necessary Bank Details like Account No., Bank's Name with Branch, IFSC Code etc.

**48. Order Cancellation/Termination of Contract:**

- 48.1. The Bank reserves its right to cancel the entire / unexecuted part of the Purchase Order at any time by assigning appropriate reasons and recover

expenditure incurred by the Bank in addition to recovery of liquidated damages in terms of the contract, in the event of one or more of the following conditions:

48.1.1. Delay in delivery beyond the specified period for implementation.

48.1.2. Serious discrepancies noted in the items implemented.

48.1.3. Breaches in the terms and conditions of the Order.

48.2. The Bank reserves the right to cancel the contract placed on the selected bidder and recover expenditure incurred by the Bank on the following circumstances:

48.2.1. Non submission of acceptance of order within 7 days of order.

48.2.2. Excessive delay in execution of order placed by the Bank.

48.2.3. The selected bidder commits a breach of any of the terms and conditions of the bid.

48.2.4. The bidder goes in to liquidation voluntarily or otherwise.

48.2.5. An attachment is levied or continues to be levied for a period of 7 days upon the effects of the bid.

48.2.6. The progress made by the selected bidder is found to be unsatisfactory.

48.2.7. If deductions on account of liquidated Damages exceeds more than 10% of the total contract price.

48.3. Bank shall serve the notice of termination to the bidder at least 30 days prior, of its intention to terminate services during contract period.

48.4. 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 materials from alternate sources at the risk, cost and responsibility of the selected bidder by giving 7 days' prior notice to the bidder.

48.5. After the 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 months' 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 for the execution of the balance of the order/contract. Such additional expenditure shall be incurred by the bank within reasonable limits & at comparable price prevailing in the market. This clause is also applicable, if for any reason, the contract is cancelled.

48.6. The Bank reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and security deposit, if any, under this contract.

48.7. In addition to the cancellation of purchase order, the Bank reserves its right to invoke the Bank Guarantee or foreclose the Security Deposit given by the bidder towards non-performance/non-compliance of the terms and conditions of the contract, to appropriate towards damages.

#### **49. Support:**

49.1. Bidder has to provide Helpdesk support with its own resource who are on its permanent pay roll (certified on the solution by OEM) for managing day-to-day operation, monitoring and management of the solution.

49.2. The Bidder has to provide comprehensive support during the contract period.

49.3. The Support should be available from 6.00 AM to 6.00 PM on all working days of the Bank.

49.4. The onsite support person should be OEM certified engineer of the proposed solution.

49.5. The same should not be sub-contracted.

**49.6. Response Time and Meantime to Restore [MTTR]**

49.6.1. Response Time shall be 1 hour and MTTR shall be 3 hours. Time specified above is from lodging of complaint.

**50. Manuals:**

50.1. The bidder shall supply along with each item all the related documents without any additional cost. The documents shall be in English. These will include but not restricted to User Manual and Operation Manual.

50.2. All related documents, manuals, catalogues and information furnished by the bidder shall become the property of the Bank.

**51. Training:**

Bidder has to provide hands on OEM training to few identified Bank officials which should cover in-depth operational and troubleshooting features of the solution. The training should be held in Dharwad. Bidder has to provide user manual and Technical documentation both in hard and soft copies to the Bank.

**52. Mean Time Between Failures (MTBF):**

If during the Contract period [If contracted], any hardware and/or software items fails on three or more occasions in a quarter, such hardware and/or software items shall be replaced by equivalent / superior new hardware and/or software items by the bidder at no additional cost to the Bank.

**53. Defect liability:**

In case any of the supplies and equipment delivered under the Contract are found to be defective as to material and workmanship and / or not in accordance with the requirement, and/or do not achieve the guaranteed performance as specified herein, within the Contract period (if contracted) of the contract, the Bidder shall forthwith replace/make good such defective supplies at no extra cost to the bank without prejudice to other remedies as may be available to the bank as per RFP terms.

**54. Subcontracting:**

The vendor shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract without the prior written consent of the Bank.

**E. GENERAL CONDITIONS:**

**55. Intellectual Property Rights:**

55.1. Bidder warrants that the inputs provided shall not infringe upon any third party intellectual property rights, including copyrights, patents and other intellectual property rights of any nature whatsoever. Bidder warrants that the deliverables shall not infringe upon any third party intellectual property rights, including copyrights, patents and other intellectual property rights of any nature whatsoever. The bidder should ensure that the Hardware and Software supplied to the Bank shall not infringe the third party intellectual property rights, if any. The bidder has to ensure that third party rights are not infringed even in case of equipment /software supplied on behalf of consortium as bidder.

55.2. In the event that the Deliverables become the subject of claim of violation or infringement of a third party's intellectual property rights, bidder shall at its choice and expense: [a] procure for Bank the right to continue to use such deliverables; [b] replace or modify such deliverables to make them non-

infringing, provided that the same function is performed by the replacement or modified deliverables as the infringing deliverables; or [c] if the rights to use cannot be procured or the deliverables cannot be replaced or modified, accept the return of the deliverables and reimburse bank for any amounts paid to bidder for such deliverables, along with the replacement costs incurred by Bank for procuring an equivalent equipment in addition to the penalties levied by Bank. However, Bank shall not bear any kind of expense, charge, fees or any kind of costs in this regard. Notwithstanding the remedies contained herein, the bidder shall be responsible for payment of penalties in case service levels are not met because of inability of the bank to use the proposed solution.

- 55.3. The indemnification obligation stated in this clause apply only in the event that the indemnified party provides the indemnifying party prompt written notice of such claims, grants the indemnifying party sole authority to defend, manage, negotiate or settle such claims and makes available all reasonable assistance in defending the claims [at the expenses of the indemnifying party]. Notwithstanding the foregoing, neither party is authorized to agree to any settlement or compromise or the like which would require that the indemnified party make any payment or bear any other substantive obligation without the prior written consent of the indemnified party. The indemnification obligation stated in this clause reflects the entire liability of the parties for the matters addressed thereby.
- 55.4. The bidder acknowledges that business logics, work flows, delegation and decision making processes of Bank are of business sensitive nature and shall not be disclosed/referred to other clients, agents or distributors of Hardware/Software.

#### **56. Roles & Responsibility during Project Implementation**

- 56.1. All tools, tackles, testing instruments, consumables, vehicles, etc., as required during all operations such as transport, installation, testing, commissioning maintenance during contract period etc., shall be provided by the Bidder at no extra cost to the Bank for completing the scope of work as per this RFP.
- 56.2. The selected Bidder shall take all steps to ensure safety of Bidder's and the Bank's personnel during execution of the contract and also be liable for any consequences due to omission or act of the selected bidder or their sub-bidders.
- 56.3. In case of any damage of Bank's property during execution of the work is attributable to the bidder, bidder has to replace the damaged property at his own cost.
- 56.4. The selected bidder has to execute an Undertaking of Authenticity for Hardware/Software items as per **Annexure-11**.

#### **57. Indemnity:**

- 57.1. The bidder shall keep and hold the Bank indemnified and harmless from time to time and at all times against all actions, proceedings, claims, suits, liabilities(including statutory liability), penalties, demands, charges, costs (including legal costs) and expenses, damages, losses and any other expenses which may be caused to or suffered by or made or taken against the Bank arising out of:
- 57.1.1. The breach, default or non-performance of undertakings, warranties, covenants or obligations by the bidder;
- 57.1.2. Any contravention or Non-compliance with any applicable laws, regulations, rules, statutory or legal requirements by the bidder;

**57.2.** The bidder shall indemnify, protect and save the Bank against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of Solution supplied by them.

**57.2.1.** All indemnities shall survive notwithstanding expiry or termination of the contract and bidder shall continue to be liable under the indemnities.

**57.2.2.** The limits specified in the above said clause shall not apply to claims made by the Bank/third parties in case of infringement of Intellectual property rights or for claims relating to the loss or damage to real property and tangible personal property and for bodily injury or death and in these cases the liability will be unlimited.

**57.2.3.** All Employees engaged by the Bidder shall be in sole employment of the bidder and the bidder shall be solely responsible for their salaries, wages, statutory payments etc. That under no circumstances shall the Bank be liable for any payment or claim or compensation (including but not limited to compensation on account of injury / death / termination) of any nature to the employees and personnel of the bidder.

**57.3.** Bidder's aggregate liability shall be subject to an overall limit of the total Cost of the project.

**58. Assignment:**

**58.1.** The vendors shall not assign to any one, in whole or in part, its obligations to perform under the RFP/contract, except with the Bank's prior written consent.

**58.2.** If the Bank undergoes a merger, amalgamation, take-over, consolidation, reconstruction, change of ownership etc., this RFP shall be considered to be assigned to the new entity and such an act shall not affect the rights and obligations of the Vendor under this RFP.

**59. Publicity:**

Any publicity by the bidder in which the name of the Bank is to be used will be done only with the explicit written permission of the Bank.

**60. Guarantees:**

The bidder should guarantee that the hardware items delivered to the Bank are brand new, including all components. In the case of software, the bidder should guarantee that the software supplied to the Bank includes all patches, updates etc., and the same are licensed and legally obtained. All hardware and software must be supplied with their original and complete printed documentation.

**61. Confidentiality and Non-Disclosure**

**61.1.** The bidder shall take all necessary precautions to ensure that all confidential information is treated as confidential and not disclosed or used other than for the purpose of project execution. Bidder shall suitably defend and indemnify Bank for any loss/damage suffered by Bank on account of and to the extent of any disclosure of the confidential information. The bidder shall furnish an undertaking as given in **Annexure-7**.

**61.2.** No media release/public announcement or any other reference to the RFP or any program there under shall be made without the written consent of the Bank, by photographic, electronic or other means.

**62. Amendments to Purchase Order:**

Once purchase order is accepted by the bidder, no amendments or modifications of order and no waiver of any of the terms or conditions thereof shall be valid or binding unless made in writing.

**63. Amendments to the Agreement:**

Once contract agreement [If contracted] is executed with the bidder, no amendments or modifications of Agreement and no waiver of any of the terms or conditions thereof shall be valid or binding unless made in writing.

**64. General Order Terms:**

Normally, the Order will be placed on the successful bidder as per the details given in the bid document. But, if there is any change in name/address/constitution of the bidding Firm/Company at any time from the date of bid document, the same shall be informed by the bidders to the Bank immediately. This shall be supported with necessary documentary proof or Court orders, if any. Further, if the bidding Firm/Company is undergoing any re-organization/restructuring/merger/demerger and on account such a change the Firm/Company is no longer performing the original line of business, the same shall be informed to the Bank. There shall not be any delay in this regard. The decision of the Bank to place orders or otherwise under such situation shall rest with the Bank and the decision of the Bank is final.

**65. Negligence:**

In connection with the work or contravenes the provisions of General Terms, if the selected bidder neglects to execute the work with due diligence or expedition or refuses or neglects to comply with any reasonable order given to him in writing by the Bank, in such eventuality, the Bank may after giving notice in writing to the selected bidder calling upon him to make good the failure, neglect or contravention complained of, within such times as may be deemed reasonable and in default of the said notice, the Bank shall have the right to cancel the Contract holding the selected bidder liable for the damages that the Bank may sustain in this behalf. Thereafter, the Bank may make good the failure at the risk and cost of the selected bidder.

**66. Responsibility for Completeness:**

66.1. The bidder shall ensure that the Solution provided [Hardware/Software etc.] meets all the technical and functional requirements as envisaged in the scope of the RFP.

66.2. The bidder shall deliver, install the equipment and port the software and arrange for user level demo at bidder's cost as per accepted time schedules. The bidder is liable for penalties levied by Bank for any deviation in this regard.

66.3. The Bidder shall be responsible for any discrepancies, errors and omissions or other information submitted by him irrespective of whether these have been approved, reviewed or otherwise accepted by the bank or not. The bidder shall take all corrective measures arising out of discrepancies, error and omission other information as mentioned above within the time schedule and without extra cost to the bank.

**67. Responsibilities of the Bidder:**

By submitting a signed bid/response to this RFP the Bidder certifies that:

67.1. The Bidder has arrived at the prices in its bid without agreement with any other bidder of this RFP for the purpose of restricting competition.

- 67.2. The prices in the bid have not been disclosed and shall not be disclosed to any other bidder of this RFP.
- 67.3. No attempt by the Bidder to induce any other bidder to submit or not to submit a bid for restricting competition has occurred.
- 67.4. Each Bidder must indicate whether or not they have any actual or potential conflict of interest related to contracting services with KVG BANK. In case such conflicts of interest do arise, the Bidder must indicate the manner in which such conflicts can be resolved.
- 67.5. The Bidder represents and acknowledges to the Bank that it possesses necessary experience, expertise and ability to undertake and fulfill its obligations, under all phases involved in the performance of the provisions of this RFP. The Bidder represents that all software and hardware to be supplied in response to this RFP shall meet the requirement of the solution proposed by the Bidder. The Bidder shall be required to independently arrive at a solution, which is suitable for the Bank, after taking into consideration the effort estimated for implementation of the same. If any services, functions or responsibilities not specifically described in this RFP are an inherent, necessary or customary part of the deliverables or services and are required for proper performance or provision of the deliverables or services in accordance with this RFP, they shall be deemed to be included within the scope of the deliverables or services, as if such services, functions or responsibilities were specifically required and described in this RFP and shall be provided by the Bidder at no additional cost to the Bank. The Bidder also acknowledges that the Bank relies on this statement of fact, therefore neither accepting responsibility for, nor relieving the Bidder of responsibility for the performance of all provisions and terms and conditions of this RFP, the Bank expects the Bidder to fulfill all the terms and conditions of this RFP.

**68. Force Majeure:**

- 68.1. The bidder shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the bidder, i.e. Force Majeure.
- 68.2. For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the bidder, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the bidder, resulting in such a situation.
- 68.3. In the event of any such intervening Force Majeure, the Bidder shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the Bidder shall continue to perform / render / discharge other obligations as far as they can reasonably be attended / fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.
- 68.4. In such a case, the time for performance shall be extended by a period (s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Bidder shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of the Bank shall be final and binding on the Bidder.

## **69. Corrupt And Fraudulent Practices**

- 69.1. As per Central Vigilance Commission (CVC) directives, it is required that Bidders /Suppliers / Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:
- 69.2. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution AND
- 69.3. "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Bank and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.
- 69.4. The Bank reserves the right to reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 69.5. The Bank reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 69.6. The decision of Bank in determining the above aspects will be final and binding on the all the Bidders. No Bidder shall contact through any means of communication the Bank or any of its employees on any matter relating to its Bid, from the time of Bid opening to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the Bank, it may do so in writing.
- 69.7. Any effort/attempt by a bidder to influence the Bank in its decision on bid evaluation, Bid comparison or contract award may result in rejection of the Bidder's bid and/or blacklisting the Bidder. The Bidder agrees not to hire, solicit or accept solicitation either directly or through a third party from any of the employees of the Bank directly involved in this contract during the period of contract and one year thereafter, except as the parties may agree on the case to case basis.
- 69.8. The selected bidder shall ensure compliance of CVC guidelines issued or to be issued from time to time for selection of vendor for implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model by the Bank.

## **70. Resolution of Disputes:**

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days' notice in writing to the other party clearly setting out there-in the specific disputes. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration. The venue of arbitration shall be Dharwad, Karnataka, INDIA.



### **71. Modification/Cancellation Of RFP:**

The bank reserves the right to modify/cancel/re-tender without assigning any reasons whatsoever. The bank shall not incur any liability to the affected bidder(s) on account of such rejection. Bank shall not be obliged to inform the affected bidder(s) of the grounds for the Bank's rejection/cancellation.

### **72. Responsibilities of Selected Bidder**

- 72.1. The Selected bidder has to inform change in the management of the company, if any, to the Bank within 30 days from the date of such change during contract period.
- 72.2. The Bank will call for Audited Balance Sheet of the selected Bidder at any point of time during contract period and the selected Bidder shall provide the same.
- 72.3. The selected bidder shall submit updated Escalation Matrix for the product/services on a **Half-Yearly basis** as at the end of 31<sup>st</sup> March and 30<sup>th</sup> September during contract period.

### **73. Human Resource Requirement:**

The Bidder by executing the agreement shall be deemed to have unconditionally agreed as under:

- 73.1. The Bidder shall provide a contingent of well trained personnel and extend necessary mentoring and operational support to the intermediary network of agents, etc. as part of the solution/service.
- 73.2. The Bidder shall confirm that every person deployed by them on the project has been vetted through a third-party background check prior to their engagement. The Bidder shall manage the activities of its personnel or others engaged in the project, etc. and shall be accountable for all the personnel deployed/engaged in the project.
- 73.3. In case the performance of the Bidder/their CSP/agent/employees engaged in the project is not satisfactory or is detrimental to the interests of the Bank, The Bidder shall have to replace the said person within the time limits stipulated by the Bank. Where the Bidder fails to comply with the Bank's request, the Bank may replace the said person or their agents/employees on its own.
- 73.4. No right to employment in the Bank shall accrue or arise to the employees or agents of the Bidder, by virtue of engagement of employees, agents, etc. of The Bidder for any assignment under this project. It is further clarified that the arrangement herein with the Bidder is a contract for service.
- 73.5. The Bidder shall exercise due diligence and only engage persons having established identity, integrity, requisite qualifications and skills and deployment experience for all critical activities.
- 73.6. The Bidder shall extend all of the outsourced banking and financial services by deploying such personal that have high integrity and meet the qualifications and other criteria stipulated by the Reserve Bank of India , Government or the Bank from time to time and agrees and undertake that during the subsistence of this agreement they will not employ any personnel/individual below the Minimum Wages fixed by appropriate Government on this behalf from time to time as per the provisions of Minimum Wages Act 1945.

**74. Legal Disputes and Jurisdiction of the court:**

- 74.1.** The Bank Clarifies that the Bank shall be entitled to an injunction, restraining order, right for recovery, specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain bidder/prospective bidder from committing any violation or enforce the performance of the covenants, obligations and representations contained in this RFP. These injunctive remedies are cumulative and are in addition to any other rights and remedies the Bank may have at law or in equity, including without limitation a right for recovery of any amounts and related costs and a right for damages.
- 74.2.** All disputes and controversies between Bank and Bidder shall be subject to the exclusive jurisdiction of the courts in Dharwad and the parties agree to submit themselves to the jurisdiction of such court as this RFP/contract agreement shall be governed by the laws of India.

**GENERAL MANAGER**

**Annexure-1**

**Checklist**

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**

**Ref: Your RFP 02/2022-23 dated 29/07/2022**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Vendor Response [Yes/No]</b>
<b>a.</b>	Whether Cost of the Tender document (Demand Draft payable at Dharwad) is submitted along with the Part A-Conformity to Eligibility	
<b>b.</b>	Whether EMD / Bank guarantee Submitted in the Part A- Conformity to Eligibility Criteria?	
<b>c.</b>	Whether the Bid is authenticated by authorized person? Copy of Power of Attorney or Authorization letter from the company authorizing the person to sign the bid document to be submitted in <b>Part A- Conformity to Eligibility Criteria?</b>	
<b>d.</b>	Whether all pages are authenticated with signature and seal (Full signature to be affixed and not initials).Erasures / Overwriting / Cutting / Corrections authenticated Certification / Undertaking is	
<b>e.</b>	Whether Call log in Procedure, Preventive and Break down/Corrective Maintenance is provided?	
<b>f.</b>	Whether address of Office on which order has to be placed is indicated in <b>Annexure-4</b>	
<b>g.</b>	Whether ensured that, the Hardware/Software Items quoted for <b>Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model</b> are not impending End Of Life.	
<b>h.</b>	Whether ensured that, the separately sealed envelopes containing Part A-Conformity to Eligibility Criteria, Part B-Technical Proposal and Part-C Commercial Bid ( ) for <b>Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model in our Bank</b> are placed and sealed in another big envelope super scribed as per RFP instructions. The Name of the Bidder and Due date of the RFP is specified on the top of the	
<b>i.</b>	Whether ensured Indexing of all Documents submitted with page	
<b>j.</b>	Whether replica of Price Bid ( <b>Masked price bid</b> ) as per Bill of Material is submitted in Part-B Technical Proposal.	

**Vendors to verify the above checklist and ensure accuracy of the same before submission of the bid.**

Checked for accuracy

Date

Signature with seal

Name :

Designation :

**Annexure-2**  
**Bid Covering letter Format**

Reference No:

Date:

The General Manager,  
Karnataka Vikas Grameena Bank,  
Head office IT Division  
PB No 111, Belgaum Road  
Dharwad - 580008

Dear Sir,

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**

**Ref: Your RFP 02/2022-23 dated 29/07/2022**

Having examined the tender document including all annexures the receipt of which is hereby duly acknowledged, we, the undersigned, offer for subject items are in conformity with the said tender in accordance with the schedule of prices indicated in the commercial offer and made part of this offer.

If our offer is accepted, we undertake to complete Implementation of HRM solution as per timelines mentioned in the RFP for each ordered locations.

If our offer is accepted, we undertake to provide Technical consultancy / Service support / Guidance for the solution supplied as per the above referred RFP, during contract period. We enclose a Demand Draft /Bank Guarantee in lieu of EMD for **Rs.600000.00** in favour of KVG Bank as EMD.

We agree to abide by this offer till 180 days from the date of opening of Commercial Bid ( ) and for such further period as mutually agreed between the bank and successful bidder, and agreed to in writing by the bidder. We also agree to keep the Earnest Money Deposit/Bank Guarantee in lieu of EMD during the entire validity period of the tender. However if we withdraw our offer within the said validity period, you shall have the right to forfeit the EMD/invoke the Bank Guarantee in lieu of EMD, without reference to us. We agree to abide by and fulfil all the terms and conditions of the tender and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in tender together with the return acceptance of the contract.

We accept all the Instructions, Technical Specifications, Terms and Conditions and Scope of Work of the subject RFP. We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever.

Date

Signature with seal

Name :

Designation :

**Annexure-3**  
**Eligibility Criteria Declaration**

The General Manager  
Karnataka Vikas Grameena Bank  
Head office IT Division  
PB No 111, Belgaum Road  
Dharwad - 580008

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**  
**Ref: Your RFP 02/2022-23 dated 29/07/2022**

**We have carefully gone through the contents of the above referred RFP and furnish the following information relating to Eligibility Criteria.**

Sl. No.	Eligibility Criteria	Documents to be submitted with Part A-Conformity to Eligibility Criteria	Bidder's Response and Documents Submitted
a)	The Bidder should be a registered Company in India as per Indian Companies Act, 1956 or Indian Companies Act, 2011.	Copy of Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company  OR Certificate of Incorporation in case of Private Limited Company, issued by the Registrar of Companies.	
b)	Bidders shall be the Original Software Manufacturers (OSM) or Owner of the Solution  (OR)  An authorized dealer/Distributor	If the applicant is the OSM, an Undertaking Letter has to be submitted in this effect. Or If the bidder is an Authorized Dealer/Distributor, an Authorization letter from their OSM to deal/market their product in India and it should be valid for a minimum period of 6 years from the date of submission of the Bid.	
c)	The Turnover of the Bidder should be minimum Rs.10 Crores each year during last Three financial years (i.e. 2018-19, 2019-20 and 2020-21)	Audited balance Sheet for last Three (3) Years (i.e. 2019-20, 2020-21 and 2021-22).	
d)	The Bidder should have positive Net Worth as on 31/03/2021.	The Bidder must produce a certificate from the Company's Chartered Accountant to this effect.	
e)	Proposed Solution of proposed OSM should have been	The Bidders has to provide order copy/reference Letter	

	implemented (not necessarily bidder) in any Scheduled Commercial Banks/PSUs/Government Departments/ Public Sector Enterprises/Corporates in India during the immediate preceding 4 years (i.e. from 01/04/2018 to 31/03/2021)	from their customers	
f)	The Bidder should have experience of having managed the solution proposed to the Bank with a minimum of 1000 staff in any Scheduled Commercial Banks/PSUs/Government Departments in India during the immediate preceding 4 years	The bidder shall provide the details of contract which are still valid. Work Orders & reference letters of Satisfactory Performance from the <u>Clients as per format provided</u> has to be submitted along with documentary proof.	
g)	The OEM & Bidder should be in business of Development / Manufacturing / Selling Corporate HRM Solutions / Collaborative Platforms for the immediate preceding three years in India.	Bidder should provide the purchase order copy or reference letter from their customer for the same.	
h)	Bidder and OEM both should have ISO certificate.	Bidder should provide valid ISO Certificate.	
i)	The Bidder should not be a blacklisted/ debarred company as on date of submission of RFP by any Government entity, Bank or Financial Institutions.	Bidder should submit an undertaking letter to this effect in Letter Head.	
j)	Certification Requirements ( as mentioned in the Scope of this RFP)	Copy of the Valid Certificate(s) to be provided	
k)	The Data Centre where the proposed Solution will be hosted should be located in India with a suitable DR Setup in India for Business Continuity Purpose at a different seismic zone, with required hardware, software, application software and connectivity etc.	Location details and Proof for DC & DR setup to be submitted.	

**We confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection.**

Date

Signature with seal

Name :

Designation :

**Annexure-4**

**Bidder's Profile**

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**

**Ref: Your RFP 02/2022-23 dated 29/07/2022**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
<b>a)</b>	Name of the Company	
<b>b)</b>	Name of the OEM	
<b>c)</b>	Constitution	
<b>d)</b>	Date of Establishment/Incorporation	
<b>e)</b>	Address of Corporate Office	
	Address of the Registered Office on which Office Order to be placed on (Registered Office/Corporate Office)?	
<b>f)</b>	Telephone No FAX No (if available) E-mail Address Website	
<b>g)</b>	Turnover: 2018-2019 2019-2020 2020-2021	
<b>h)</b>	Net worth as on 31/03/2021	
<b>i)</b>	Domestic Customer Base (Number of Clients similar Solution were supplied and installed in India)	
<b>j)</b>	Our PAN number for Income Tax is _____. We are registered with the GST authorities and our registration numbers are as follows. GST Registration Number is _____. <u>Our Bank Details</u> Name and Style of Bank Account Name of the Bank and Branch address	

	Account Number	
	RTGS / NEFT Code	

Date

Signature with seal

Name :

Designation :



**Annexure-5**  
**Authorization Letter Format**

(To be presented by the authorized person at the time of Opening of Part A-Conformity to Eligibility Criteria/Part B-Technical Proposal / Part C-Commercial Bid () on the letter head of Bidder and should be signed by an Authorized Signatory with Name and Seal of the Company)

Ref No:

Date:

The General Manager  
Karnataka Vikas Grameena Bank  
Head office IT Division  
PB No 111, Belgaum Road  
Dharwad - 580008

Dear Sir,

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**

**Ref: Your RFP 02/2022-23 dated 29/07/2022**

This has reference to your above RFP 02/2022-23 dated 29/07/2022

Mr./Miss/Mrs. \_\_\_\_\_ is hereby authorized to attend the bid opening of the above RFP on \_\_\_\_\_ on behalf of our organization.

The specimen signature is attested below:

\_\_\_\_\_

Specimen Signature of Representative

\_\_\_\_\_

Signature of Authorizing Authority

\_\_\_\_\_

Name & Designation of Authorizing Authority

<b>NOTE: This Authorization letter is to be carried in person and shall not be placed inside any of the bid covers.</b>
---

**Annexure-6**

**Track Record of Past Implementation of Projects towards Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model**

SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.

Ref: Your RFP 02/2022-23 dated 29/07/2022

Name of the Bidder \_\_\_\_\_

**List of Bidder's Major Customers in Last 3 Years and References**

Sl. No.	Name of the Client/s where Secure Enterprise-Class HRM Solution was implemented	Contact Person's Name	Telephone No.	Address
1	2	3	4	5

(Enclose necessary documentary proof)

Date

Signature with seal

Name :

Designation :

Annexure-7

Non-Disclosure Agreement

SUB: RFP for Selection of Service Provider for Implementation of Secure HRM Solution on ASP Hosted (OPEX) Model.

Ref: Your RFP 02/2022-23 dated 29/07/2022

WHEREAS, we, \_\_\_\_\_, having Registered Office at \_\_\_\_\_, hereinafter referred to as the Bidder, are agreeable to provide IT Infrastructure Services to Karnataka Vikas Grameena Bank, having its Head office at PB No 111, Belgaum Road, Dharwad -580008 hereinafter referred to as the BANK and,

WHEREAS, the Bidder understands that the information regarding the Bank's IT Infrastructure shared by the BANK in their Request for Proposal is confidential and/or proprietary to the BANK, and

WHEREAS, the Bidder understands that in the course of submission of the offer for "**Selection of Service Provider for Implementation of Secure enterprise-Class HRM Solution on ASP Hosted (OPEX) Model**" and/or in the aftermath thereof, it may be necessary that the Bidder may perform certain jobs/duties on the Banks properties and/or have access to certain plans, documents, approvals or information of the BANK; NOW THEREFORE, in consideration of the foregoing, the Bidder agrees to all of the following conditions, in order to induce the BANK to grant the Bidder specific access to the BANK's property/information. The Bidder will not publish or disclose to others, nor, use in any services that the Bidder performs for others, any confidential or proprietary information belonging to the BANK, unless the Bidder has first obtained the BANK's written authorization to do so.

The Bidder agrees that notes, specifications, designs, memoranda and other data shared by the BANK or, prepared or produced by the Bidder for the purpose of submitting the offer to the BANK for the said solution, will not be disclosed during or subsequent to submission of the offer to the BANK, to anyone outside the BANK.

The Bidder shall not, without the BANKs written consent, disclose the contents of this Request for Proposal (Bid) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK in connection therewith, to any person(s) other than those employed/engaged by the Bidder for the purpose of submitting the offer to the BANK and/or for the performance of the Contract in the aftermath. Disclosure to any employed/engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.

Date

Signature with seal

Name :

Designation :

**Annexure-8**  
**Technical Bid Covering letter Format**

The General Manager  
Karnataka Vikas Grameena Bank  
Head office IT Division  
PB No 111, Belgaum Road  
Dharwad - 580008

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**

**Ref: Your RFP 02/2022-23 dated 29/07/2022**

We have carefully gone through the contents of the above referred RFP and furnish the following information relating to Technical Bid/Specification.

Sl. No.	Particulars	Details to be furnished by the Bidder
a.	Technical specification as per Annexure-9	
b.	Name of the Bidder	
c.	E-mail address of contact persons	
d.	Details of: Description of business and business background Service profile & Client profile	
e.	Approach and methodology for the proposed scope of work along with illustrative deliverables.	
f.	Details of inputs/requirements required by the bidder to execute this assignment.	
g.	Conformity to the obtaining of various certificates/bench mark testing standards for the items quoted to meet the intent of the RFP	
h.	Conformity regarding back to back arrangements with third party hardware software for providing continuous and un-interrupted support to meet SLA obligations as per RFP Terms.	

**Declaration:**

- a. We confirm that we will abide by all the terms and conditions contained in the RFP.
- b. We hereby unconditionally accept that Bank can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP, in shortlisting of bidders.
- c. All the details mentioned by us are true and correct and if Bank observes any misrepresentation of facts on any matter at any stage, Bank has the absolute right to reject the proposal and disqualify us from the selection process.
- d. We confirm that we have noted the contents of the RFP and have ensured that there is no deviation in filing our response to the RFP and that the Bank will have the right to disqualify us in case of any such deviations.

Date

Signature with seal

Name :

Designation :

**Annexure-9**  
**Technical & functional Requirements for Secure Enterprise-Class HRM Solution**  
**on ASP Hosted (OPEX) Model**

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**

**Ref: Your RFP 02/2022-23 dated 29/07/2022**

**Note:**

1. The Bidder shall specifically mention the make and model of the items offered for all the requirements in terms of RFP without fail, failing which the Bid is liable for rejection.
2. If the Bidder feels that certain features offered are superior to what has been specified by the Bank, it shall be highlighted separately. Information regarding any modification required in the proposed configuration to meet the intent of the specifications and state-of-the-art technology shall be provided. However, the Bank reserves the right to accept the modifications / superior features suggested/offered.
3. The Bidder shall provide all other required equipment and services, whether or not explicitly mentioned in this RFP, to ensure the intent of specification, completeness, operability, maintainability and upgradability.
4. The selected bidder shall own the responsibility to demonstrate that the products offered are as per the specification/performance stipulated in this RFP and as committed by the bidder either at site or in bidder's work site without any extra cost to the Bank.

S No	Particulars
1.0	<b>Employee Record Management</b>
1.1	The system should record basic Master Data for an Employee in the Database for following areas along with all related and incidental information which contains at least the following (data fields should be configurable to include drop down lists and logic to assist with rapid fill techniques):
1.2	PF/Staff Number. Provision to show permanent/probationary employee.
1.3	The system should record details of spouse - name, name of the organization the spouse is working with, type of organization (state government, central government, public sector, private sector, local body, own, not employed) and is the spouse liable for transfer or not.
1.4	The system should record details of the dependents including relationship, their date of birth, monthly income/pension amount.
1.5	The system should record details of the employee in the service of Bank such as
1.5.1	Ø Employee Name
1.5.2	Ø Employee Code
1.5.3	Ø Employee Short Name
1.5.4	Ø Employee maiden name
1.5.5	Ø Employee Unique Identification Number (UIN)
1.5.6	Ø Father's name
1.5.7	Ø Mother's name
1.5.8	Ø Spouse name
1.5.9	Ø Spouse Income
1.5.10	Ø Details of spouse religion
1.5.11	Ø Health data
1.5.12	Ø Blood group
1.5.13	Ø Identification marks
1.5.14	Ø Email-ID
1.5.15	Ø Hometown
1.5.16	Ø Home state
1.5.17	Ø Dependent information
1.5.18	Ø Employee's photo,
1.5.19	Ø Emergency contact detail,

1.5.20	Ø Bank account information,
1.5.21	Ø Passport detail
1.5.22	Ø Visa detail,
1.5.23	Ø Power of Attorney category
1.5.24	Ø Specimen Signature Code
1.5.25	Ø Digital signature of the employee
1.5.26	Ø Branch/office where working
1.5.27	Ø Designation
1.5.28	Ø Relationship
1.5.29	Ø Permanent Address
1.5.30	Ø Address for Communication
1.5.31	Ø Phone Numbers / Contact Information
1.5.32	Ø Domicile city and state
1.5.33	Ø Date of birth
1.5.34	Ø Date of Joining
1.5.35	Ø Probation period
1.5.36	Ø Date of confirmation
1.5.37	Ø Gender
1.5.38	Ø Marital Status
1.5.39	Ø Position regarding CAIB
1.5.40	Ø Religion
1.5.41	Ø Category (SC/ST/OBC/GENERAL)
1.5.42	Ø Details of caste/police verification
1.5.43	Ø Reminders and status etc.
1.5.44	Ø Cadre (General/special - IT, Law, Marketing etc.)
1.5.45	Ø Scanning and storing of Employee photo, Signature with unique signature id/Signing Power number
1.5.46	Ø PAN Number
1.5.47	Ø Educational Qualification should be bifurcated into two heads viz.
1.5.48	Ø Basic qualification

1.5.49	Ø Professional qualification
1.5.50	Ø Education Qualifications - should capture the details of name of the examination passed, university/Institute, month & year of passing, percentage of marks obtained, grade/class obtained.
1.5.51	Ø Qualification coding - academic, professional, banking etc. based on the examinations passed
1.5.52	Ø Previous employment details, Name of Organization, position held, Duration in Years & months
1.5.53	Ø Source of recruitment - directly, sports quota, compassionate ground, absorption into permanent staff etc.
1.5.54	Ø Additional responsibilities/special duties assigned in addition to job responsibilities
1.5.55	Ø Deputation, temporary transfers
1.5.56	Ø Date of Increment
1.5.57	Ø Date of joining in the present place of posting
1.5.58	Ø Major health problems with provision to capture the details of sickness
1.5.59	Ø Physical handicap status (nil/deaf/dumb/ortho/visually impaired etc.)
1.5.60	Ø Insurance details
1.5.61	Ø Details promotion (history) - Office Attendant to Office Assistant, Office Assistant to officer and scale (cadre) wise thereafter including details on individual promotion /batch promotion
1.5.62	Ø Date of Retirement, whether ex-serviceman or not
1.5.63	Ø The system should record Union Information (if applicable)
1.5.64	Ø Pension Optee details - PF optee/Pension Optee/New Pension Optee
1.5.65	Ø Membership to various schemes
1.5.66	Ø Status of the employee whether In service , Retired in due course etc.,
1.5.67	Ø Particulars of awards won
1.5.68	Ø Particulars of punishments if any, with the nature of punishment (major / minor) and a brief account of lapse
1.5.69	Ø In case of Office Attendant promote his/her Office Attendant employee code
1.6	Employee class such as
1.3.1	Ø Permanent employees
1.3.2	Ø Probationer
1.7	Full transfer history of employee including
1.4.1	Ø Name of the branch/office with branch type (Rural, Semi urban, Urban, P.T, Metro)
1.4.2	Ø Nature of transfer (policy/request transfer)



1.4.3	Ø Date of joining and date of relieving at different branches/offices
1.4.4	Ø Number of times transferred but cancelled / kept in abeyance
1.4.5	Ø Present place of posting including name of the Branch/office, Region, Present designation, Scale, Department, etc.
1.8	The system should be capable of maintaining the date of changes in the nature of branch (rural to semi urban, semi urban to urban, etc.) which impacts employee reimbursements and benefits.
1.9	Deputation particulars, if any
1.10	The system should record previous posting details in Bank
1.11	The system should record Date of termination/restoration
1.12	Languages known, with details of speak, read and write separately
1.13	Personal email addresses - the system should also be capable of intimating contact via this email address
1.14	The system should be able to track all stages of disciplinary actions. The system should record History of disciplinary actions against the employee including
1.12.1	Ø Date of charge,
1.12.2	Ø Nature of charge,
1.12.3	Ø Amount of financial loss to Bank,
1.12.4	Ø Date of punishment
1.12.5	Ø Nature of punishment.
1.15	The system should record History of trainings attended like name of the course, name of the Institution, month & year of training, duration of the course in days/weeks
1.16	The system should record Awards received by the employee including the name of the award, year of award, in which discipline/field and date of receipt of award
1.17	Facility to submit mandate for subscription of membership to any one union of their choice on monthly basis and multiple memberships to be allowed in case of subscription to SC/ST Welfare Association.
1.18	Any changes to employee data should automate intimation to the employees and appropriate HR person advising of the change.
1.19	Capability to parameterize maintenance of the personal information under various types.
1.20	Facility to maintain concurrent jobs for employees with additional responsibilities / special duties in addition to regular responsibilities
1.21	Capability to maintain various salary plans, salary grades, and salary steps and link it to the employees.
1.22	Capacity to handle performance based increments / incentives etc. including payments
1.23	Support maintenance of automatic release of time based increments, stagnation increments, FPA, PA etc.

1.24	Release of increments for qualifications acquired
1.25	Capacity to reduce the basic pay in case of any punishment and automatic restoration of the same after completion of the punishment period and maintain such records
1.26	Capability to carry out automatic salary processing either in case of time bound increments or merit linked increments and also to manually adjust the same based on predefined budgets / rating criteria
1.27	Capacity to provide data to Actuary to arrive The organization's future liability in connection with Gratuity Payment, Leave Encashment payment, Pension payment for employees now in service with additional information with regard to projected salary/leave balance for encashment
1.28	Capacity to provide data to Actuary to arrive at the organization's future liability in connection with Pension to
1.29	There should be provision to mention Power of Attorney category A, B, C, D
1.30	Flexibility of additionally capturing any information relating to employee at a later date
1.31	Provision to enter the data related to employees investments/Insurance policies/ income tax etc. at HO, using HRM admin credentials.
1.32	Data on allotment of Signing Power No to all Officers, with effect from date, reference and provision to enter date of suspension & date of restoration of Signing power.
1.33	Employee ID Generator with Suffix, Prefix and Number Generator.
1.34	Maintenance of details of I.D. cards issued to employees, updating/deletion on resignation, death, retirement, etc.
1.35	Online application for issue of ID card/up gradation on promotion/duplicate in case lost
1.36	Appreciation letter to be generated by Bank in case of additional qualification achieved by employee
1.37	Voter ID Number, Driving License Number.
1.38	Provision to enter outstanding achievements- with date, Branch/Office, particulars, performance, reference etc.,
1.39	Provisions for entering payment of mileage allowance & maintain all related data
1.40	Executive Information System
1.40.1	Support effective tools to access information with minimal complexity and should be an excellent decision enabling system by enabling consolidation of corporate information.
1.40.2	Support information retrieval and information consolidation on user-defined criteria across different modules/databases
1.40.3	Powerful drill down facilities to access information of the employees at various levels - to go from organization level to sub levels like HO level, Regional Office level and employee level
1.40.4	Provides for up-to-date employee information viewing at a given time
1.40.5	Views of information on user-defined criteria like
1.40.5.1	Ø date -wise

1.40.5.2	Ø category-wise
1.40.5.3	Ø qualification-wise
1.40.5.4	Ø experience-wise
1.40.5.5	Ø male-female
1.40.6	Generation of information & reports on user defined criteria and facility to export such information in .doc, .xlsx, .pdf formats.
1.40.7	Provision to define maximum and minimum values for a key indicator and provision of an alert when the value goes beyond the defined values
1.41	The system should allow uploading scanned copy of letters, documents etc. related to employee
1.42	The system should allow uploading files (documents, images etc) in various formats like .docx, .xlsx, .pdf, .jpeg, .jpg, .gif etc. The system should allow only HR Admin to upload the employee master from front end either individually or in bulk.
<b>Worksheet Total</b>	<b>Employee Record Management</b>

#### Functionality flow:-

- Only HR Admin/s shall enter the data either individually or bulk upload using spread sheet using mandatory maker - checker option.
- Only HR Admin/s shall able to change the data as and when warranted using mandatory maker - checker option.
- Only the particular employee shall be able to view data apart from HR Admin.

S No	Particulars
2	<b>Performance Appraisal</b>
2.1	The system should support performance management tools such as
2.1.1	Ø Balanced Score Card
2.1.2	Ø 360 degree feedback for future requirements
2.1.3	Ø Tracking & reporting.
2.2	The system should record competencies and proficiency required for each job matching with the available competencies of employees. The system should make competency assessment on pre-designed metrics and should facilitate in all employee development initiatives like recruitment, training, succession planning, appraisals etc.
2.3	The system should be able to map the KRAs of the employee based on their present job posting. Business Targets/Non business targets specific to Branch, RO staff and HO staff should be acknowledged on the system.
2.4	The system should allow inclusion of weightages for each key parameter and points against each rating attained in the performance appraisal template.
2.5	The system should be able to generate online performance appraisal for the employee based on his cadre /job posting and agreed upon performance goals (at the beginning of the year) if any
2.6	The system should be able to map KPIs listed in the performance to the business and non-business reports (e.g. Advance, Deposits, recovery, compliance, etc.) for each staff in order to verify performance.
2.7	The system should support online secure access to both staff as well as the officers to complete performance self-appraisals.
2.8	The system should map appraiser and reviewing authority to each employee to facilitate appraisal process. The system should allow editing of the same in case of special circumstances
2.9	Facility to review set goals and change them during the performance year - particularly during transfer/promotion in the middle of the year.
2.10	The system should support online secure access to appraiser and reviewing authority to complete performance self-appraisals. The system should record and store any comments which should be viewable by the appraiser and their manager/s.
2.11	Provision for Unilateral Performance Appraisal.
2.12	The system should be able to calculate the total marks received based on the point rating and individual parameter weightages.
2.13	The system should have functionality to compare appraiser and reviewer ratings online.
2.14	Support generation of confirmation number for sign offs made by employee, appraiser and reviewing authority, in printable form stating the time and date of submission.
2.15	The system should be able to highlight appraisals to be placed before moderation committee in scenarios of rating mismatch between appraiser and Reviewer.

2.16	The system should be able to map the appraisals to the moderation committees specific to the cadre/grade of the employee
2.17	The system should support maintenance of history of performance appraisals and promotions.
2.18	The system should be able to identify list of employees whose promotion is dropped on account of last 3 years (or user defined period) performance ratings and track the same on a year on year basis.
2.19	The system should have direct integration to the training needs analysis which can be used as input in training calendar design as well as employee Nomination.
2.20	The system should support for generation of reminder letters / mails / workflows to the employees/ appraising authorities in case of non-submission of self- appraisals etc.
2.21	The system should support memo letters / mails / workflows to be issued to the employee in case of unsatisfactory performance (below average)
2.22	Support to generate defaulter's list and also acknowledge submission of performance appraisals
2.23	The system should have facility to release of increments for qualifications acquired and also for stagnation increments, FPA, PQA etc. and it should be integrated with the payroll module and other relevant modules.
2.24	The system should have facility to support generation of increments due for each month or for user defined period for employees - cadre wise/scale wise/ other user defined combination.
2.25	Performance Appraisal
2.25.1	Capability to create online Performance documents for employees depending on the cadre / grade in the organization
2.25.2	Facility to capture information of self-appraisal through Self Service Modules.
2.25.3	Ability to map the reporting officer for a given appraise officer
2.25.4	Support generation of system confirmation number for the appraisee, reporting officer in printable form, stating the date and time etc. of submission
2.25.5	Facility to appraise the performance online by the appraising officer and capture details as given by the appraising authority (reporting officer), reviewing Authority
2.25.6	Facility to attach different rating model (5 point scale, 7 point scale) depending upon the cadre / grade in the organization along with marks
2.25.7	Ability to define the period for which appraisal is being carried out (Monthly/Quarterly/Half yearly/Yearly etc.)
2.25.8	Support parameter wise ratings, final ratings, strengths / weakness and suggestions/recommendations for improvements by the appraising/reviewing authority / accepting authority.
2.25.9	Facility to consolidate the overall points and calculate an overall grade to the appraisee.
2.25.10	Support maintenance of history of performance appraisals
2.25.11	Support upload of a fixed format appraisal in case of non-connected branches/offices

2.25.12	Support to generate reminder letters / mails / workflows to the employees/ appraising authorities in case of non-submission of self-appraisals etc.
2.25.13	Support generation of printable list of outstanding appraisals for each reporting and reviewing officer and dispatch to concerned officer through letter/mail / workflow etc.
2.25.14	Support to generate defaulters list
2.25.15	Support memo letters / mails / workflows to be issued to the employee in case of unsatisfactory performance.
2.25.16	Provision for recording special appraisal during retirement review process.
2.25.17	Provision to provide feedback and accepting acknowledgement of feedback from staff members on submission of PARs.
2.27	Competency Mapping
2.24.1	Facility to create various competencies and categorize them into various competency types viz., Ability, Skill, Knowledge, etc.
2.24.2	Facility to create multiple rating models (evaluation scale) and attach the same to the competencies
2.24.3	Ability to define standard proficiency examples and benchmarks for the competency so selected and rating model attached
2.24.4	Ability to define roles in the organization (in terms of Position, Job Family, Job code, Job task)
2.24.5	Ability to link specific competencies to these roles and define minimum required proficiency to fulfill the requirements of these roles
2.24.6	Ability to define competency clusters (combination of multiple competencies of similar nature and its minimum proficiency requirement) and attach the same to roles.
2.24.7	Ability to classify the requirement of the competencies as -hiring related, -tenure related or -promotion related
2.24.8	Ability to assess the employee on the competencies required for his current job and planned jobs and update the actual proficiency on the competencies
2.24.9	Ability to capture the employees' interest level as well as the experience in usage of the acquired competencies
2.24.10	Ability to carry out a -Role to Person and -Person to Role match to identify employees' fitment to roles.
2.24.11	Map competency that employees gain from completing a course completed or training program attended and provide for automatic updation of employee competency inventory (from training module)
2.28	Capability to create online Performance documents for employees depending on the cadre / grade in the organization
2.29	Facility to capture information of self-appraisal
2.30	Facility for self-appraisal as well as superior's appraisal
2.31	Facility to have 360 degree appraisal
2.32	Ability to include the name of the employee in the training program in respective area based on the training needs of the employee as envisaged

	from the appraisal
2.33	Capture the details of assets & liabilities as furnished by the officers at the end of every year
2.34	Support maintenance of history of assets & liabilities details furnished by officers
2.35	Support to generate list of officers defaulted from submitting the statement and provision to generate reminder letters to the officers
2.36	Support generation of all related report and facility for dynamic query utilities
2.37	There should be provision to get acknowledgement to staff members on submission of Performance Appraisal and Assets and Liabilities statement.
2.38	Performance Appraisal and Increments, asset and liabilities statement Management (Part of Career & Succession Planning)
2.39	Capability to create online Performance documents for employees depending on the cadre/grade in the organization
2.40	Ability to draw a Performance Matrix/ Job Matrix and map Key Responsibility Areas for each employee (individual goal setting) position in the institution based on the Matrix.
2.41	Ability to design the Matrix based on behavioral and technical (functional) competencies for each cadre / grade in the organization.
2.42	Facility to review the Goals set earlier and changes them during the performance period with adequate rights i.e. Both employee and reviewer should mutually agree for the change the preset goals which should get recorded in the system - to be linked with transfer/ change of role.
2.43	Ability to maintain past Annual Appraisal reports on scanned format or through templates with feature to record quantitative score in separate field for making calculations etc.
2.44	Display of full/partial APAR employees. Communication of APAR to employees.
2.45	System of appeal against the ratings/comments given in the APAR to the employee and its grievance redressal mechanism.
2.46	Capability for moderation of the marks by the Moderation Committee awarded by Reporting/ Review Authorities
2.47	Performance appraisal for Office Assistant, Office Attendant - not self should be filled by Branch Head) - Format for Office Assistant, Office Attendant as defined by the Bank
<b>Work sheet Total</b>	<b>Performance Appraisal</b>

**Performance Appraisal - Work flow.**

Sl No.	Category of Employee/Officers	Reporting Authority	Reviewing Authority
	<b><u>Branches</u></b>		
1	Office Assistants at Branches headed by Scale I & II	Branch Manager	Senior Manager (PHRD) at RO
2	Officers in Branches headed by Scale I & II	Branch Manager	Regional Manager
3	Branch Managers in Scale I & Scale II	Senior Manager (PHRD) at RO	Regional Manager
4	Branch Manager Scale III	Regional Manager	General Manager at HO
5	Branch Manager Scale IV	Regional Manager (AGM)/ General Manager (In case RM is Scale IV)	General Manager at HO/Chairman
6	Branch Manager Scale V	General Manager	Chairman
7	Staff at Scale IV headed Branches who are Officers and Office Assistants	Section Head at Branch/Chief Manager (In absence of Section officers)	Chief Manager/Regional Manager
8	Staff at scale III Branches who are Officers and Office Assistants	Branch Manager/Section Head at Branch	Senior Manager/Regional Manager
	<b><u>Regional Office</u></b>		
1	Office Assistants	Senior Manager	Regional Manager
2	Officers in Scale I & II	Senior Manager	Regional Manager
3	Senior Managers	Regional Manager	General Manager
4	Regional Manager	General Manager	Chairman
	<b><u>Head Office</u></b>		
1	Office Assistant (M), Officers in Scale I	Manager/Senior Manager of the	Chief Manager



		Division	
2	Officers in Scale II	Senior Manager of the Division/Chief Manager	General Manager
3	Senior Managers	Chief Manager/AGM of the Division	General Manager
4	Chief Managers	General Manager @ HO	Chairman
5	Assistant General Manager	General Manager @ HO	Chairman
	<b>Deputed staff to RBTC</b>		
1	Officer deputed to RBTC	Director RBTC	Chief Manager PHRD
2	Director, RBTC	Chief Manager PHRD	General Manager

S NO	Particulars
3	<b>Transfers &amp; Promotions</b>
3.1	The system should have automation of transfer process and related workflow with facility to configure rules. Transfer details shall include Transfer Request entry, acknowledgement entry, Place of Request, Transferee Branch, proceedings, relieving Date, Reporting date, date of taking charge , to record details of discrepancies noted while taking over the charge and generation of various related reports, details of Temporary transfer etc.
3.2	The system should have facility for Transfer/redeployment of officers based on requirement/sanction strength of different regions
3.3	The system should maintain full transfer history of employee including name of the branch/office with branch type (rural, urban, semi-urban, metro) , region wise (surplus/deficit) region wise (within region/ out of region transfer), date of joining, date of relieving etc.
3.4	The system should be capable of maintaining the date of changes in the nature of branch (rural to semi urban, semi urban to urban, etc.) which impacts employee service history and promotions
3.5	Should maintain number of transfer requests rejected, number of transfer requests/rejections upheld and reason for the same etc.
3.6	The system should identify vacancy posts identified as per Manpower Plan to be filled through internal transfers
3.7	The system should generate proposed transfer list on employee seniority levels for transfer based on user defined criteria - such as completion of tenure in specific RO/2-3 years in deficit area/surplus area, transfer on promotion etc. as per the Bank's policy
3.8	The system should prioritize transfer/redeployment of employees based on their specialization and expertise in a particular area drawn from the performance appraisal reports
3.9	Maintain transfer posting information on employee promotion
3.10	The system should maintain temporary transfer/transfer abeyance on compassionate grounds/bank exigencies/spouse transfer and also generate report on over-due cases
3.11	The system should facilitate logging of employee transfer request which should follow the automated workflow for sanction if any, from the competent authority
3.12	The system should generate transfer orders to be issued to the present posting controlling authority (Regional Manager/Dept. Head) to initiate relieving process
3.13	The system should support online updation of joining details from the new place of posting
3.14	The system should track relieving /joining delays and generate reminder letters for the controlling authorities to follow up on the transfer implementation
3.15	Recording handing over and taking over charge of branch/office with provision to record remarks (if any)
3.16	Linkage of transfer type to transfer specific allowances for auto incorporation in the payroll

3.17	The system should be able to track the details of employees on deputation within/outside the bank (date of deputation, period of deputation etc.)
3.18	Should create standard career paths in the organization in terms of various possible moves from the current level / grade in the organization
3.19	The system should support full promotion processes from any to any cadre.
3.20	The system should allow defining promotion eligibility criteria for each grade based on tenure, tenure in a specific posting (rural/semi urban), specific qualification completed, performance appraisal ratings for the past years etc. It should support relaxation for JAIIB/CAIIB once in the service
3.21	Should define additional rules specific to service in terms of suspensions, disciplinary actions.
3.22	The system should support preparation of lists of eligible candidates based on user-defined criteria
3.23	The system should support inviting applications from eligible candidates and evaluate the details. It should include option for relaxation of eligibility criteria
3.24	The system should allow defining rules on % of vacancies to be filled through normal track and fast track. Based on the calculated positions, it should generate number of employees to be shortlisted as per policy norms
3.25	The system should support preparation of lists for Normal Track and Fast Track and issue of call letters for interview/written test in specified formats
3.26	The system should facilitate online capturing of shortlisted employee's (of specific scales) willingness to participate in the promotion process
3.27	The system should capture marks for written test and generate merit lists.
3.28	The system should capture interview performance and generate list of candidates selected for promotion based on the user-defined criteria and category-wise (like general, SC/ST, OBC etc.)
3.29	The system should be able to calculate total score of the eligible employees based on predefined weightages to written test score, interview performance and appraisal ratings.
3.30	The system should support obtaining clearance from departments like audit, vigilance etc.
3.31	The system should support preparation of seniority list/ merit list / waiting list / empaneled list etc.
3.32	The system should intimate employees of promotion / rejection through mail / workflow / letters (call letter, promotion letter, rejection letter etc)
3.33	The system should support advising salary fitment on promotion. The fitment made should automatically go to payroll module.
3.34	The system should have functionality of issuance of posting orders on promotion and updating promotion/posting details of employees
3.35	The system should store all the information related to promotion refusal/reversion and thereto issue necessary letters to candidates who refused promotion indicating the consequences like barring to participate in next process etc.
3.36	The system should maintain and track retirements, resignations, other vacancy positions
3.37	The system should update employee profiles on the promotion and new place of posting/rejections/promotion refusal etc.

3.38	The system should have the capability to handle backdated promotions with due sanction workflows as per policy
3.39	The system should be able to generate reports on shortlisted employees, employees attending written tests/interviews, Test/Interview scores, grade wise/category wise promotions made, out of turn promotions, promotion refusals with reason
3.40	The system should maintain resource profiles available with the Bank (like specialist officers, faculty, IT Officers, ZCCs, Credit officers, Law officers, Marketing officers).
3.41	The system should maintain details of the allocation of resources at various critical departments
3.42	Transfer process
3.42.1	Provision to enter previous placement (transfer history) record, from, to, date, worked branch/office, request, general Transfer/ Deputation / Attachment record maintenance.
3.42.2	Maintenance of complete history of employee transfers since his recruitment
3.42.3	Identification of vacancies and preparation of transfer list based on the user defined criteria - e.g. Officers who completed 3 years at one place/region etc.
3.42.4	Transfer/redeployment / deputation / attachment of officers based on requirement/sanction strength of different regions including appeal against transfers
3.42.5	Transfer/redeployment of officers based on their specialization and expertise in any particular area.
3.42.6	Maintenance of request transfer registers for officers and subordinate / Office Assistant staff separately and facility to generate list of eligible candidates for transfers based on criteria fixed.
3.42.7	Provision to generate employees who have requested for a given town with special weightage for user defined criteria. Cancellation of request of the employee as per the option of the employee
3.42.8	Updation of the request entry once the same is considered and order is issued
3.42.9	Posting / transfer of officers upon employee's promotions
3.42.10	Maintenance of records for officers transferred to hardship centers and also officers to be transferred back to preferred centres on completion of required tenure at hardship centres.
3.42.11	Maintenance of transfer records of specialist transfer, identification of vacancies and issue of transfer orders based on the recommendations received from the respective specialist departments
3.42.12	Maintenance of transfer diary request transfers
3.42.13	Provision to maintain transfer details on special circumstances like compassionate / health grounds and generation of details of compassionate / health grounds and generation of overdue cases
3.42.14	Support online updation of relevant particulars (e.g. date of relieving etc.) of the employee by the relieving branch to the joining branch. The joining branch will provide a second online update for joining particulars / new Departments etc.

3.42.15	Provision to record the transfer orders cancelled/ deferred/ modified and follow up with the respective Regional offices for implementation
3.42.16	Provision to record Reliving & reporting dates including extensions.
3.42.17	Provide transfer / promotion / confirmation history of employees.
3.42.18	Generation of all related reports and also dynamic query facility.
3.42.19	The system should be able to track the details of employees deputation
3.42.20	The System should be able to review employees' qualifications and skills to identify the best qualified candidate to send on deputation.
3.42.21	Provision to maintain the details of verbal communications between HR employees and prospective transferee employees during transfer exercise.
3.42.22	Provision for recording inter-departmental transfer within the same branch.
3.42.23	Maintaining records of attachment of officers with outside agencies such as Name of organizations, tenure of appointment, start date, end date, brief T&C, etc.
3.42.24	Maintaining similar records of officers on deputation
3.42.25	Alert one week before date of relieving / end of tenure.
3.42.26	Provision to track manpower / transfer details for reserved categories (SC/ST/OBC etc.)
3.42.27	Transfers / Postings Management
3.42.28	Maintenance of exemptions given in transfers with a facility to record the reasons for the same
3.42.29	Provision to record Transfer Grievances
3.43	Promotions - Career and Succession Planning and IRP Division
3.43.1	Support full promotion processes from Office Attendant to Office Assistant, Office Assistant to officer and from one scale to another amongst officer/executive cadres. Capturing the channel of promotion - Fast Track/Normal.
3.43.2	Eligible candidate list for promotion both under normal channel and fast track channel. System should be able to capture required eligibility norms as per Govt. guidelines to identify employees for fast track and normal channel. Provision to get tabulated average of last specified number of years OPAS/Half yearly performance report marks. Origination of call letters with system generated roll numbers with the pattern followed by the Bank. To capture details like date, Grade/Scale, fixation of new pay etc.
3.43.3	System should support Online application for promotions.
3.43.4	System should have ability to support employee deputation to other organizations and there should be online forms available to capture and maintain such details
3.43.5	Ability to define grade advancements within a level on the basis of time based as well as merit based criteria
3.43.6	Ability to define the rules for promotion eligibility in terms of tenure, consistent achievement of high performance grades, etc.
3.43.7	Ability to define additional rules specific to service in terms of suspensions,

	disciplinary actions
3.43.8	Provision to give consent in electronic mode, which can be uploaded
3.43.9	Provision to enter the consent received in physical format
3.43.10	The entry module should have all validations such as length of service, relaxation for certain category of employees, age factor, qualification, disqualification etc.
3.43.11	Facility to store data related to conducting written tests, interviews etc. for the employees identified as a part of the eligibility list
3.43.12	Ability to generate the roll number for the test based on certain pre-defined rules.
3.43.13	Ability to define out of turn promotions
3.43.14	Ability to capture the list of candidates attended the test
3.43.15	Ability to capture results of written test, interview evaluation and preparation of merit list of employees for promotion
3.43.16	Ability to calculate the marks to be given to each eligible candidate under various parameters like, service, qualification, previous tests qualified etc., with a cap on each such parameter
3.43.17	Facility to intimate employees of promotion / rejection through mail / letters/mobile etc.
3.43.18	Maintenance of employees who got through the test and could not come within the ranking list.
3.43.19	Arriving at the final select list taking in to consideration Government guideline with regard to reserved category candidates who are falling within the region of consideration
3.43.20	Facility to create a waiting list of employees for promotions under different channels / category
3.43.21	Facility to create offer letter on promotion
3.43.22	Ability to update promotion/Posting details
3.43.23	Facility for issuance of letters to unsuccessful candidates including the details of marks obtained by them and their eligibility to participate in the next promotion process
3.43.24	Issuance of posting orders on promotion and updating promotion / posting details of employees
3.43.25	Keeping track on promotion refusal / degradation
3.43.26	Support issue of letters to candidates who refused promotion indicating the consequences like barring to participate in the next process etc.
3.43.27	Sending promotion intimation letter with fitment
3.43.28	Arriving at the final select list who are falling within the Z.O.C. also including the benefits of Z.O.C. for SC/ST candidates.
3.43.29	Support issue letters to candidates who refused promotion/not attended interview etc.
3.43.30	Ability to update promotion/reporting position of promotes etc.
3.43.31	Provide transfer / promotion / confirmation history of employees. Provision to track manpower / transfer details for reserved categories (SC/ST/OBC etc.)

3.44	Promotions - Career and Succession Planning
3.44.1	Support full promotion processes from Office Attendant to Office Assistant, Office Assistant to officer and from one scale to another amongst officer/executive cadres
3.44.2	Facility to store data related to conducting written tests, interviews etc. for the employees identified as a part of the eligibility list
3.44.3	Ability to do salary fitment on promotion.
3.44.4	Capability to handle Back Dated promotions with respective promotion policy.
3.44.5	Generate letters for appointment of interview committee.
3.44.6	Ability to update promotion/reporting position of promotees etc.
3.44.7	Generate letters for appointment of interview committee.
3.45	Promotions - Career Planning
3.45.1	Facility to store data related to conducting interviews etc. for the employees identified as a part of the eligibility list
3.45.2	Posting details of employees
3.45.3	Vacancy assessment for all types of services
3.45.4	Capturing the details of interview committee members
3.45.5	Capture details of Switchover / Promotion
3.45.6	Capture details of Personal Promotion
3.45.7	Capture details of Assured Personal Promotion
3.45.8	Competency Assessment and Potential Appraisal
3.45.9	Recording of competencies and proficiency required for each job matching with the available competencies of employees.
3.45.10	The system should make competency assessment on pre-designed metrics and should facilitate in employee development initiatives.
3.45.11	The system should enable an organization to improve and leverage the knowledge, skills, and abilities of the workforce.
3.45.12	The system should facilitate managers to use competency data for recruiting, performance and development, training and succession planning activities.
3.45.13	To assess adequate Staff Officer, Award in an Office/ Department/ Branch in accordance with approved policies and user defined parameters.
3.45.14	Generation of appraisal reports on confirmation
3.46	Seniority Lists
3.46.1	System should be able to give details on the seniority list of Group A, Group B and Group C. Seniority meaning the employee who is working for a longer time than his colleagues in a particular grade.
3.46.2	Ability to maintain and generate seniority of employees of different grades and cadres based on certain criteria like

3.46.3	Ø Promotion (Special / Reserved Category)
3.46.4	Ø Switch-over from category
3.46.5	Disciplinary Action (Fixation of seniority should be based on user defined criteria and provision for manual intervention to fix seniority should be available)
3.46.6	Ability to generate combined seniority lists
3.46.7	Ability to generate seniority lists on the basis of different parameters viz., Interview ratings, performance appraisal ratings, cadre entry date and date of birth.
3.46.8	Using the seniority lists for promotion exercises. Generation of main list and contingency lists. Again, this is a report program.
3.46.9	Ability to change seniority due to:
3.46.10	Ø Promotion (special/reserved class etc.)
3.46.11	Ø Switch-over from category
3.46.12	Ø Disciplinary action
3.46.13	Ø Retirement/resignation/dismissal from the service
3.46.14	Ø Fresh appointment
3.46.15	Preparation & Maintenance of Rosters for recruitment , for promotions - for Office Assistants ,Office Attendant ,PTS separately
3.46.16	Roster for officers/Employees
<b>Work Sheet Total</b>	<b>Transfers &amp; Promotions</b>



S No.	Particulars
4	<b>Payroll - Comprehensive payroll management system which should include all the functions mentioned below but not limited to:</b>
4.1	Capability to maintain a single central payroll repository and be able to run and access payroll from any location in a centralized system to generate salary of all the employees. The salary is determined by bipartite settlement and varies as and when revision is implemented.
4.2	The dearness allowance is a variable and is determined by the living index declared by the Govt. of India from time to time. HRA & CCA calculation as per the percentage and location/center. All other allowances to be included.
4.3	Provision to deduct various deduction including income tax at source/loan/installments/other recoveries, salary deduction for absence without leaves/half pay leaves, provision of special allowances, increments for professional qualification, Graduation pay, stagnation increments etc. Details of membership in various trade unions, deduction membership fees. Details on insurance and its deduction loans (No, amount, Installment Balance), Festival advance (sanction, deduction, balance), EPF, GSLI, Society loan etc. Increments and generation increment sanctions, increments automatic and manual, generation of salary statement branch wise, head wise and individual salary slips, accounting, etc.
4.4	Facility to upload data history from existing system for a number of years/months as decided by the Bank and its updating
4.5	Support configuration and parameterization of different pay components including facility to add / modify / delete pay components
4.6	Ability to make changes to rules, tax updates etc. without any code programming
4.7	Capability to run multiple payrolls in a single instance
4.8	Support to define pay structure at various levels
4.9	Support calculation of different allowances based on user defined criteria like Single Window allowance, Driver Allowance etc.
4.10	Capability to arrive at outer limit of salary for a given employee and check for variation beyond certain user defined percentage and generation of exception report on such occurrence
4.11	Ability to define various pay elements like earnings and deductions using a rules based framework
4.12	Maintenance of slab wise details for Basic, DA, HRA, Income Tax, Professional Tax etc.
4.13	Capability to group individual earning and deductions and link them to employees as per their eligibilities
4.14	Ability to run separate payrolls for different categories of Staff such as Officers, Office Assistants sub staff etc. depending on the eligibilities and rules applicable for each category
4.15	Support final settlement of salary based on attendance marked, any other due etc. for the employee who have resigned/retired/deceased
4.16	Ability to support multiple reruns, if necessary, after resetting, before final payroll generation
4.17	Support main, supplementary and partial payroll run

4.18	Support Bipartite Settlements/salary/allowances revision arrears calculation.
4.19	Ability to modify through front-end changes brought in by Bipartite settlements.
4.20	Audit trails to capture batch modifications to employee payroll Information
4.21	Support to view pay details of current month, pay history, net amount paid, unpaid deductions - employee wise and month wise, financial year Wise
4.22	Capability to define various formulae and ability to link them to other calculation formulae / elements such that when there is a rule change only the component which has undergone a change will be effected
4.23	Capability to enter formulae not as a code but as a rule using a GUI based screen such that the code is system generated. System also to have a syntax checker and auto validate formulae options
4.24	Facility to indicate taxable earnings, deduction priority, carryover and partial recovery
4.25	Monthly salary payment calculations and generation of related reports, salary slips, deduction lists, vouchers, tax challans etc. (as per the user- defined criteria like for a branch/ Region etc.)
4.26	Pay fixation for all cadres on promotion
4.27	Facility to maintain tax rates, standard deduction, investment, rebate, notional rent, perquisites, like furniture and accommodation etc.
4.28	Professional tax deductions with exemptions, arrears and generation of related reports and challans.
4.29	Calculation of income tax as per rate slabs & standing instructions.
4.30	Facility to provide investment declaration form in electronic format. The employee will be required to fill and submit the form electronically so as to automatically updation of salary record and tax calculation by the system
4.31	Generation of all types of statutory reports of taxes like Form 16 and Form 24 in the user defined format (16AA, 12BA AND 27A )
4.32	Generation of employee's individual tax return
4.33	Generation of ETDS data
4.34	Tax rules should be configurable without any additional cost
4.35	Calculation of income tax forecast for each employee based on the employee declaration of savings etc.
4.36	Facility to allow income tax exemption & deductions Support calculations of loss of pay, half pay, strike cut etc. and consequent adjustment in income tax payment etc.
4.37	Provision to recover other charges as defined and configured by the user
4.38	Support leave encashment on LFC and also on retirement with consequent tax adjustments
4.39	Release of festival advance and other advances (user defined) against salary. Employee wise recovery position, recovery list and outstanding balances list - month wise or as user defined
4.40	Support calculation and payment of arrear/bonus with consequent tax adjustments and retrospective benefits.

4.41	Payment of medical allowances, recovery and taxation (if any) thereon
4.42	Support calculation and payment of incremental arrears with consequent tax adjustments
4.43	Support calculation and payment of salary arrears as per the industry level settlements with tax adjustments
4.44	Support payment of arrears calculated in user defined installments or in lump sum
4.45	Support payment of subsistence allowance in case of suspended employees and facility for rephasing various staff loans when on loss of pay and suspension
4.46	Support reimbursement with regard to conveyance, medical (normal & hospitalization) Payment of deputation allowance
4.47	Support creation of PF enrolments, nominations and deduction of Employee contributions to PF and Additional EPF
4.48	Support calculation of Employer contributions to PF including both EPF and FPF part (if applicable)
4.49	Support maintenance of accounting entries for salary payments and related books of accounts, registers. Generation of month wise, quarter wise, half year and year wise statement of accounts
4.50	Support salary credit to staff current or saving accounts through an export file. (All the cost must be quoted on the basis of three years comprehensive warranty).
4.51	Support creation of an export file in a pre-determined format for salary and / or other payments to employees.
4.52	Monthly balance and half yearly balance position of various accounts related to payroll
4.53	Facility to calculate Bonus payable projections for a given period
4.54	Facility to adjust following types of employee leave with the payroll
4.54.1	Ø Casual Leave
4.54.2	Ø Ordinary (earned) Leave/ Privilege Leave
4.54.3	Ø Sick Leave
4.54.4	Ø Maternity Leave
4.54.5	Ø Special Leave
4.54.6	Ø Special Casual Leave in lieu of joining time
4.54.7	Ø Absence without leave
4.54.8	Ø Sports related leave
4.54.9	Ø On duty leave
4.54.10	Ø Extra-ordinary
4.55	Facility for automatic Voucher generation for tax calculation.

4.56	Online page to enable each employee to view/print his pay slip/income tax estimation.
4.57	Facility for online investment declaration.
4.58	Facility for employee to enroll for various HRA options like Normal HRA, Capital Cost HRA and Rent reimbursement
4.59	Facility for employee to enroll for various PF and Pension options like Regular Pension, Contributory pension.
4.60	Facility for various loan deductions through salary like Housing loan, Vehicle loan, personal loan, Festival advance
4.61	Facility for society subscription deduction, group insurance, LIC premiums, Union fee deduction through salary
4.62	Facility for calculation and payment of officiating allowance and temporary special pay as per no. of days that employee has officiated
4.63	Facility for Normal leave encashment and retirement leave encashment and its linkage directly to salary
4.64	Facility to generate single file to upload in CBS for salary, loans and PF.
4.65	The system should be able to define multiple pay structures
4.66	The system should be able to define earning, deduction, contribution and provision heads for each pay structure
4.67	Option to enter DA parameters.
4.68	The system should perform tax computation and it should be handled as per Income Tax Act without any need for repeated manual calculations. The tax slabs, rates and surcharges should be maintained by the system and the tax should be computed automatically.
4.69	Should handle unlimited number of allowances, deductions. Should be able to configure characteristics for payment, taxability, computation and so on to suit Bank's requirements
4.70	Should compute various benefits provided to our employees such as Leave Travel Allowance, Medical Reimbursement, Medical Insurance, House Rent Allowance and other long term reimbursements and general expenses which can be customized as per requirement. Eligibility, computation and taxability should be considered.
4.71	Employees should readily be able to see the above mentioned details online along with their payroll details on their employee profile
4.72	The system should compute the Provident Fund, Contributions, Labour Welfare Fund and Professional Tax for all states where applicable at the correct frequency
4.73	The system should calculate Gratuity and superannuation for multiple trusts and user definable contributions.
4.74	The system should facilitate investment declaration e-form. The employee will be required to fill and submit the form electronically so as to automate updation of salary record and tax calculation
4.75	The system should give Statutory reports relating to PF, Pension, Income Tax, Profession Tax whether they are monthly, half yearly or annual should be available.

4.76	The system should be able to generate Tax Challan.
4.77	TDS report to be generated which is suitable for uploading in e-TDS portal.
4.78	The system should facilitate perquisite tax calculations and the reports
4.79	The system should provide an impact analysis tool for analysis of impact of salary revision
4.80	The system should support payment of salary to special appointees, temporary staff etc.
4.80.1	Ø Date wise statistics on Leave applications processed
4.80.2	Ø Month wise statistics on Leave application processed
4.80.3	Ø Details LTC more than 2 times during the TAX period
4.80.4	Ø PL / SL balance as on date
4.80.5	Ø LTC availed during a given period.
4.80.6	Ø Encashment of Privilege Leave
4.81	The system should be configuring various tax rules (e.g. Income tax, Professional taxes etc.), announced by Govt. from time to time.
4.82	The system should calculate and deduct Income tax, Professional tax etc., at the time of: Accrual and Payment.
4.83	The system should support for all statutory reports/tax returns, based on, but not limited to Classification of Taxes, Accounting entity, location/branch, state and nature of transaction (User modifiable format)
4.84	The system should support all types of report generation such as :
4.84.1	Ø Checklist summary of changes made in each payroll cycle
4.84.2	Ø Report on earnings and deductions employee wise/region wise
4.84.3	Ø Tracking report on challan submission, statutory returnssubmissions
4.84.4	Ø Annual claims and closure
4.84.5	Ø Loans and recovery status etc.
4.85	Establishment & Payroll
4.85.1	Provision to Manually adjust taxable earnings (in case of income from other sources, investments etc.)
4.85.2	Generation of month wise, quarter wise, half year and year wise statement of accounts.
4.85.3	Income tax & estimation reports should be generated on half yearly/user defined periodicity basis along with confirmation reports.
4.85.4	Addition/subtraction clause shall be included for pay elements i.e. special allowance.
4.85.5	Festival advance reports for individuals and department wise is required to be generated.
4.85.6	Increment processing & releasing of increment of employee to be made automatically. The system should also allow manual intervention if required.

4.85.7	Generation of perquisite calculation reports (PF loan, Car loan, OD)
4.85.8	Non-trust hospitalization avilment reports should be generated for tax calculations.
4.85.9	Establishment report to be generated half-yearly.
4.85.10	LFAR & Tax audit report to be generated on half yearly basis.
4.85.11	Facility for automatic Voucher generation for tax calculation.
4.85.12	Facility for generating Union/Welfare Associations/executives club membership details/records along with monthly subscription.
4.85.13	Facility for Generation of tax estimation report as and when required
4.85.14	Facility for Generation of Member wise festival advance report.
4.85.15	Facility for Generation of Leave Encashment report (Daily report and member wise report)
4.85.16	Facility for Incorporation of Addition / Subtraction facility for amount payable and amount recoverable.
4.85.17	Facility for perquisite calculations.
4.85.18	Facility for the generation of tax report for hospitalization against non-trust hospitals.
4.85.19	Increments, EB increments, sanction / restoration of increments/basic pay in punishment cases, shifting of the date of increment due to LOP etc., special increments for CAIIB /Graduation etc.
4.86	Salary attachment
4.86.1	Maintaining General & Member wise Registers.
4.86.2	Starting & stopping deduction.
4.86.3	Monthly deduction report Member wise & Member cum
4.86.4	Beneficiary wise
4.86.5	Capability to map with New Pension Scheme (NPS) w.e.f. 01.04.2017.
4.86.6	Calculation of Tax on Terminal Benefits/ Leave encashment.
4.86.7	Capability to calculate salary as per different dispensation as may be required till regulations are amended.
4.86.8	Facility to provide online application for the loan
4.86.9	Online approval/rejection of loan by the concerned official
4.86.10	Capturing of all types of loan details of an employee
4.86.11	Facility to update the details of the loan of the employees online or as and when such details are received from the branches/offices
4.86.12	Updation of rebate/deduction during recovery of loan and affecting the employee's tax accordingly
4.86.13	Maintenance of loan registers
4.86.14	Loan EMI deduction must be directly linked with monthly salary computation and with accounting books.

4.86.15	Details of indirect liabilities of employees and provision for updation
4.86.16	On line provision for application for NOC to avail loan under general public category from The Bank and other Banks and provision for note for approval from Competent Authority, generation of sanction/rejection letter.
4.86.17	Facility of various benefits after retirement should be possible through package.
4.86.18	Staff Welfare Schemes (Part of Establishment & pay roll)
4.86.19	Facility to apply/withdraw online by the employee to join various staff welfare scheme
4.86.20	Generation of relevant reports - Also downloadable in different formats like pdf, excel, word.
4.86.21	Payment of conveyance, entertainment, Newspapers Telephone and other expenses to staff
4.86.22	Maintenance of details of allowances paid to each employee month-wise bases on the application received
4.86.23	Online settlement of accounts of concerned officials and passing of necessary accounting entries to maintain related books of accounts
4.86.24	Availment: FY & Class.
4.86.25	Details of :
4.86.26	a) All availment of Health Check-up Date wise.
4.86.27	b) Availment of various scales and meters for various ailments
4.86.28	c) FY availment of various health schemes.
4.86.29	Income Tax. : Automatic calculation of IT on School/College Fee/Medical Reimbursement
4.86.30	Generating reports with some variable general columns like EMP NO./PFM NO. Name, Design, Department etc.)
4.86.31	Facility of Staff welfare scheme taxable
4.86.32	Sanction and disbursement of all bills should be centralized or decentralized as per the need of the bank.
4.86.33	Details of various scholarship schemes of The Bank Acceptance and processing of applications for grant of scholarships
4.86.34	Details of sanctioned scholarships and recording payments made Thereof
4.86.35	Generation of all relevant reports regarding scholarship in different formats like pdf, excel, word etc.
4.86.36	Information regarding-Officers claiming conveyance reimbursement on the basis of declaration, petrol/diesel/gas bills in respect of 4/2 wheelers owned by them
4.86.37	Reimbursement of expenses incurred for medical check-up.
4.86.38	Financial assistance to employees on LOP on account of major ailment/operation etc.
4.87	Salary.
4.86.1	Creation of user defined components of pay like Basic Pay,

4.86.2	Computation of the following items (based on the bi-partite settlements and instructions issued by bank) like:
4.86.2.1	Ø Pay elements applicable to staff
4.86.2.2	Ø DA on the components of pay as indicated above,
4.86.2.3	Ø Local Allowance / city compensatory allowance, House Rent Allowance as % of Basic Pay;
4.86.2.4	Ø Calculation of salary on the basis of pay components as indicated above giving effect to annual increments falling due in respective months, adjustment of salary on account of sick leave with half pay, extra ordinary leave without pay and allowances, revised pay on promotion, acquiring qualification of JAIIB/CAIIB/PhD.
4.87	Exceptions
4.87.1	Effecting various recoveries like :
4.87.1.1	Ø PF, APF
4.87.1.2	Ø House Rent, Lounge/Canteen subscription, medical premium, Group Life Insurance
4.87.1.3	Ø Statutory deductions - IT and Education Cess, Professional Tax etc.
4.87.1.4	Ø Subscriptions for associations/ sports clubs
4.87.1.5	Ø Installments of loans and advances granted to employees (like consumer, computer, festival, professional, flood relief, vehicle, housing including the interest on the loans, HPF RTA and other loans)
4.87.1.6	Ø Charges/court attachments
4.87.2	Availability of data uploads facility to upload historical salary data
4.87.3	Maintenance of slab wise details for statutory elements like :
4.87.3.1	Ø Income Tax,, PF/APF, Professional Tax state wise as well as user defined elements
4.87.3.2	Ø Calculation of pay elements for Leave encashment and report for IT calculations of the concerned employee - Link to Leave Administration
4.87.4	Maintaining information pertaining to investments made by the employee to avail of tax rebates based on statutory legislation-direct savings declaration
4.87.5	Generation of various reports/certificates (user defined format with reference number)
4.87.6	Support for major statutory reports
4.87.7	Calculation of tax on perquisites given to the employee
4.87.8	Calculation/ Recording of employees' perquisites and other information relevant in computing their tax liability as tax components
4.87.9	Defining the tax rules to determine employees' tax liability as per changes by the Central Govt./ local statutory legislation for arriving at the actual tax liability of employee
4.87.10	Automatic calculation and deduction of tax
4.87.11	Capability to provide tax patches /Form 24 Q patches to automatically take care of tax calculations on changes in tax laws



4.87.12	Projection of the tax liability of an employee for the period within a tax calendar and providing tax planners to the employee
4.87.13	Provision to record other table earnings (in case of income from other sources, investments)
4.87.14	Handling of exemptions and rebates as per the Income Tax Rules
4.87.15	Calculation of HRA rebate for income tax
4.87.16	Handling of exemptions and rebates LFC and medical exemptions as per IT Rules
4.87.17	The system should have the ability to take deductions in the current period or any pay period or periods selected, in any user defined frequency selected between user defined start and stop dates, until the limit is reached.
4.87.18	Maintaining the start and stop dates for deductions on the employee master file on user defined employee.
4.87.19	Facility to effect mass changes on deduction amounts, example staff welfare fund deduction, Subscriptions to Association/ Sports clubs
4.87.20	Reversal of deduction, to be included in next salary if incorrectly Withheld
4.87.21	Deduction of amounts is determined by amount of earnings, percent of Earnings
4.87.22	Prioritization of deduction based on the separate priority numbers allotted to the deductions (statutory/non-statutory)
4.87.23	Ability to be prompted by system when employee status changes on account of grade change / transfer
4.87.24	For each employee system should use Employee Master Data of HRMS for :-
4.87.24.1	Ø Name of employee PF Account No
4.87.24.2	Ø Employee No for salary purpose
4.87.24.3	Ø Office Code UIN
4.87.24.4	Ø Name of Father/Husband Date of birth
4.87.24.5	Ø Basic Pay
4.87.24.6	Ø Designation
4.87.24.7	Ø Date of joining service Month of Increment Option for pension
4.87.24.8	Ø Nomination details
4.87.24.9	Ø Name & Address of nominee
4.87.24.10	Ø Age of Nominee
4.87.24.11	Ø Other user defined fields
4.87.24.12	Ø Availability of mandatory forms and reports like the following but not limited to:
4.87.24.13	Ø IT declaration form/quarterly ETDS, salary certificate earnings /other income outside salary
4.87.24.14	Ø PF Form 3A Form 6A

4.87.24.15	Ø Form F7 Form F8
4.87.24.16	Ø Salary Register
4.87.24.17	Ø Leave Register Pay Slip
4.87.24.18	Ø Form 24Q - Quarterly returns Form 7 B
4.87.25	The system should have an online Investment Declaration Form
4.87.26	The system should have the ability to provide an online pay slip through Employee Self Service Module
4.87.27	The system should have the provision for generation of standard and ad-hoc salary reports
4.87.28	The system should have the provision for generating user defined Reports
4.87.29	Automatic update of salary database for changes in employee record without interfering with salary processing (e.g. promotions in the middle of month)
4.87.30	Automatic update of salary database when pay rate changes occur
4.87.31	The system should have the provision for back dated calculations and should have the provision to suspend salary runs (cases of salary not drawn). Provision for deletion/ disable of salary for chronic leave takers from the main salary. Facility to be provided to enter the details of the salary calculated and paid by ROs in such cases
4.87.32	The system should have the ability to reflect salary adjustments in correct pay period for overtime as well as leave adjustments
4.87.33	The system should have the ability to maintain the salary information i.e. record of all pay of all activity for each employee for a user specified Period
4.87.34	The system should have the ability to link with punishments i.e. Suspension should result in subsistence allowance (user defined)
4.87.35	The system should have the provision for arrears calculation on account of salary revision, refitment, reinstatement, retrospective release of increments/allowances
4.87.36	For retired employees: Provision for arrears calculation including gratuity, Calculation of Income Tax and Professional Tax during retirement
4.87.37	The facility to support provisions of IT as applicable to different financial Years
4.87.38	The facility to store the income tax computation of past 3 to 5 years data along with the current year
4.87.39	Facility to generate the statutory reports or user need based reports as and when required as per statute/as per user
4.87.40	Facility to download Form 24Q quarterly returns data and file the return manually with TIN facilitators. Various reports related to this module as per the requirement.
4.87.41	Facility to load the data manually where the corrections are needed or changes warranted
4.87.52	Facility to the individual returns online which may be provided through facilities with the TIN providers during the days to come
4.87.43	Provision to generate the following Income Tax related reports
4.87.44	Tax deducted for employee for given month Tax deducted for an employee (HO & RO wise) Income Tax declaration form
4.87.45	Rent paid details in Form 3

4.87.46	Other Income for Form 8(1) for deduction u/s 80DDB
4.87.47	Tax investment report year-wise TDS at source year-wise Annexure to form 12 C
4.87.48	Salary paid for full year (IT Review - Projection) Annexure 2 form No. 8E
4.87.49	Annexure 2 form No.8E Arrears or advance salary
4.87.50	Form for sending particulars of income u/s182 (2B) for year ending 31 March
4.87.51	Form 8 BA List of users
4.87.52	Tax deducted for the FY Yearly tax paid details
4.87.53	Form 24Q deduction details report Form 24Q salary details report Form 24Q section 8 report
4.87.54	Form 24Q section 16 report
4.87.55	Form 24Q perks report
4.87.56	Form 24Q section 80 report Form 24Q section 88 report Income Tax for FY
4.87.57	Provision to generate the following reports related to E-TDS Details of challans remitted
4.87.58	Particulars of deductees
4.87.59	Challan-wise reports (for particular challan with details of TDS remitted through that challan)
4.87.60	Reports 27 A - Report for filing of TDS returns Details of employees with PAN particulars
4.87.61	Details of salary particulars with investment / rebate details
4.87.62	Report on perquisite details paid to the employees
4.87.63	Provision to generate the following reports related to salary
4.87.64	Main salary report/ Pay-order for sanctions Component-wise details of main salary
4.87.65	Report on PF deductions recovered from the salary to be submitted to PF section
4.87.66	Report on various other recoveries deducted from the salary to be submitted to various sections
4.87.67	RO-wise report on society deductions recovered from the employees
4.87.68	Annual report on salary paid/establishment expenses component wise to be generated
4.87.69	Report of the members for all the unions/ societies
4.87.70	Report on quarters and HRR recovered from the salary
4.87.71	Administration of Group Saving Life Insurance
4.87.72	Enrolment of employee into the scheme - inclusion of new insurance Schemes
4.87.73	Recovery of monthly premium from salary - towards insurance schemes availed by employees

4.87.74	The system must capture at least following insurance details: Policy Number, Risk Covered, Name of the insurer, Period of insurance, Premium paid, Terminal value of settlement
4.87.75	Change in premium amount done based on change / revision in policyavailed
4.88	Salary attachment :
4.85.1	Provision of Suspending and Restoring deduction of particular order on receipt of another order.
4.89	The system should support creation and maintenance of the Bank's Branch master which can be directly linked to the payroll
4.90	The system should calculate salary for the employees who are on long absence on actual attended days
4.91	Previous Months Unpaid salary pay in the current month as Arrears Salary
4.92	With holding & Release of Salary
4.93	PF Loan : Recording of application Inward and forwarding date to PF Office.
4.94	Provision to capture the application and sanction details of TA granted to officials deputed from sponsor bank/other institutions.
4.95	Provision capture the details of salary reimbursed to sponsor bank related to the officials deputed from sponsor bank along with the service tax.
<b>Worksheet Total</b>	<b>Payroll</b>

S No	Particulars
5	<b>Leave Management</b>
5.1	The system should maintain all types of leave like
5.1.1	Ø Privilege Leave (PL)
5.1.2	Ø Casual Leave (CL)
5.1.3	Ø Maternity Leave (ML)/Paternity Leave (PL)
5.1.4	Ø Sick Leave (SL) - Full Pay/Half Pay
5.1.5	Ø Extra-ordinary leave (medical and non-medical)
5.1.6	Ø Sabbatical leave
5.1.7	Ø Special leave
5.1.8	Ø Special Casual Leave
5.1.9	Ø Unauthorized Absence
5.1.10	Ø Sports Related
5.1.11	Ø Unavailed Casual Leave (UCL)
5.1.12	Ø LOP
5.1.13	Ø Absence without Leave (AWL)
5.1.14	Ø On Duty Leave
5.2	The system should have provision to add new type of leave with leave rules
5.3	The system should be able to identify all public holidays and Bank holidays as well as log holidays declared as per NI Act in different states which are automatically identified and taken into account when leave is calculated.
5.4	The system should have the provision of leave approvals granted post facto and highlight such cases
5.5	The system should have the provision to initiate SL of 30 days/year for 18 years post completion of 11 months and re-initiate SL for max 90 days/year post 24 years of service completion
5.6	In case of Sick leave, the system should have the provision of uploading the requisite medical certificate of the employee as per number of leaves based on his cadre
5.7	The system should have facility to convert un-availed CL to Special Leave as per the no. of year limits.
5.8	The system should credit PL annually based on number of days worked (1:11 days of working) with accrual limit of 240 days and send emailers to employees on the same
5.9	The system should maintain leave rules for availing leave, encashment of leave, accrual of leave, lapsing of leave, ceilings for accumulation of leave etc. for each categories of employees
5.10	The system should maintain leave rules on pre-fixing and suffixing with other leaves/holidays and barred combination of leaves
5.11	The system should support exception workflows to support leave requests and sanction/rejection by competent authority keeping Personnel dept. informed

5.12	The system should record leaves availed and balance leave calculation at any point of time and support report generation employee wise, grade wise etc.
5.13	The system should maintain rules on minimum and maximum no of days at a stretch in a specific type of leave and track any deviations in leave request cases.
5.14	The system should link leave record to payroll and employee history
5.15	Capability of record keeping and maintenance of historical data
5.16	Capability to integrate the time management with leave management
5.17	Capability to mark attendance through on-line with authentication feature (Manual Intervention to be allowed with Authentication features)
5.18	Capability to integrate with pay-roll module for calculation and recovery of loss of pay etc.
5.19	Capability to provide the Manager consolidated status of present/absent employees working under him/her.
5.20	Capability to intimate the controlling officer when an employee goes on unauthorized leave (unmarked attendance)/returns back from unauthorized leave/extends leave/reports in the middle of the sanctioned leave period (along with appropriate reduction in sanction)
5.21	Facility for Unavailed Casual Leave (UCL) as per Bi-partite settlements/ Officers' Service Regulations.
5.22	Provision of Extended PL after 240 leaves and should be taken within 3 months.
5.23	Provision of not counting LFC block and calculating the leaves of next year on prorated basis if employee opts for LFC on 25 <sup>th</sup> Dec to 15 <sup>th</sup> Jan. It will calculate current year leave & next year leave up to 15 <sup>th</sup> Jan.
5.24	The system should have leave cancellation, leave extension/amendments advancement and postponement of leave
5.25	The system should be capable of conducting analysis of Leaves taken by all employees in order to decide leave calendar for next year
5.26	The system should allow users to view leave balances on any date (past, current or future) and prospective leave should be based on approved, leave pending approval.
5.27	The system should be able to have leave requests altered at any stage, even after the leave has been approved, or after the leave was taken.
5.28	The system should interface between attendance captured with that of leave record
5.29	The system should have linkage between leave records to payroll module to calculate leave liability (loss of pay) based on predefined rules.
5.30	The system should store record on the lapsed PL for any future consideration if any
5.31	The system should allow online request and sanction/rejection for LFC by the employees based on the block as per the reporting authority mentioned in leave flow chart.
5.32	Support for LFC cancellations/extensions/postponement etc.
5.33	The system should process leave encashment as per policy defined cadre wise limits.
5.34	The system should allow maintenance of rail/air fare ticket rates with respect to distance limits to compare against actual claims

5.35	The system should allow online re-imbursement claim process with uploading of requisite supporting documents by the user
5.36	The system should maintain master of dependents details to check eligibility to LFC ticket supporting.
5.37	The system should ensure the rules of LFC blocks relating to number of years, home town/anywhere in India and distance limits are pre-checked during approval as well as re-imbursement.
5.38	The system should allow online user application of LFC advances and approvals by competent authority
5.39	The system should facilitate generation of reminder letters to employees who have not submitted LFC re-imbursement claims within the prescribed time period from LFC availment.
5.40	The system should support passing of all accounting entries, vouchers and maintenance of relevant registers (payments to employee, travel agencies etc.) post adjustment of LFC advances taken if any
5.41	The system should support recovery of LFC advances in case of cancellation of LFC.
5.42	The system should maintain Leave encashment record.
5.43	The system should enable alternate approvers for leave to be added or changed which can either be selected by the approver or the employee applying for leave - this may include situations where the manager is already on leave or the person is on temporary unavailable and therefor an additional approver is required.
5.44	Management of Leave Fare Concession.
5.44.1	Management of LFC (Part of Leave & LFC). Details like Block period , sub blocks, type, starting date, ending date, encashment of leave, sanction/rejection with reason- orders to be automatically generated, provision for LFC modification, change in destination and orders
5.44.2	Facility to apply online for LFC by the employees
5.44.3	Support online approval for LFC by concerned authority as per the flow chart.
5.44.4	Support LFC cancellation, extension, postponement etc.
5.44.5	Ability to facilitate actual LFC type within a given period of years.
5.44.6	Ability to sanction Encashment of LFC based on pre-defined parameters separately for different category of employees.
5.44.7	Ability to maintain air/railway/transport rates with respect to distance covered
5.44.8	Sanctioning the LFC TA based on the entitlement being arrived from the approved distance for different cadre by parameterizing the eligible distance
5.44.9	Sanction of advance against the LFC application and generation of vouchers and accounting entries
5.44.10	Processing the calculation of final LFC bill as per the eligibility and payment /recovery of amount after adjusting advance paid, if any.
5.44.11	Payment of local conveyance charges to the award staff as per LFC eligibility
5.44.12	Follow up of outstanding suspense entries with staff members - reminder and triggers, including e-mail / SMS alerts.

5.44.13	Passing of all accounting entries, generation of export files and maintenance of all relevant registers
5.44.14	Generation of all relevant reports and MIS reports
5.44.15	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.
5.44.16	Entry should be adjusted or be recovered if LFC Claimed in advance should be cancelled due to any reason
5.44.17	Facility of extending the LFC block
5.44.18	Authorization from respective department is done online.
5.44.19	Modification of entries is possible through officer and above cadre.
5.44.20	Calculate perquisite value on eligible amount of LFC for visiting abroad / applicable due to any other reason.
5.45	Leave Administration
5.45.1	Maintenance of leave register (service sheets) for all types of leave for all employees
5.45.2	Leave (counting or not counting for Increment/Qualifying Service). Provision for adding any new leave type.
5.45.3	Provision to differentiate leave types which will be considered for active service and inactive service for the purpose of credit to ordinary leave balance
5.45.4	Ability to maintain rules for leave - rules for availing or grant of leave, rejection of leave, encashment of leave, accrual of leave, lapsing of leave, ceiling on accumulation of leave, ceiling on spells of leave during a year, rules for combination of various type of leave allowed, minimum and maximum number of days of leave per spell, etc.
5.45.5	Ability to link with attendance system and should be able to take into account the absence due to official reasons.
5.45.6	Ability to maintain festival / holiday calendar (as per NIA) for Karnataka State.
5.45.7	Provision to receive leave application online through Self Service Module and recommendation by immediate supervisor also through Self Service Module.
5.45.8	Ability to automatically update the leave details, once leave application is approved by the appropriate authority.
5.45.9	Ability to support the performance appraisal system
5.45.10	Ability to assess bad leave record as per rules and review of leave record for sending warning to the employee.
5.45.11	Support online application, recommendation by appropriate authority, processing by the Leave Section and approval by competent authority.
5.45.12	Provision to caution the forwarding authority in case more than a given Percentage of employees of the cadre already sanctioned with leave during the period for which the current request is being processed.
5.45.13	Provision for automatic credit of different type of leave and also provision for manual credit / debit / modification / cancellation etc. with specified reasons.
5.45.14	Facility for cancellation/modification of leave wherever permitted as per the existing provisions - automatic credit to balance if accepted by competent Authority



5.45.15	Link leave management to payroll for recoveries in case of regularization of absence by post-facto sanction of leave without pay or with half-pay/quarter pay
5.45.16	Link leave management to pay roll for payment of encashment of leave
5.45.17	Facility to enquire on leave balances at any time
5.45.18	Record LTC incidental advance / Encashment along with Set period (which is recorded in Service Sheet) and link to GAD-Bills module / Leave Section.
5.45.19	Support leave encashment / accumulation as per the rules laid down by the Bank.
5.45.20	Provision to store LTC details of the employee like Block Start date, block end date and change of the block end date on expiry of the block automatically.
5.45.21	Provision to receive the LTC application online along with the leave application and sanction and conveying the same online.
5.45.22	Provision for extending the LTC set of the employee.
5.45.23	Provision to block the LTC set of the employee in case the spouse is also working in Bank and availing LTC. However, Encashment of leave will be available, if the employee is eligible for such facility, otherwise.
5.45.24	Provision to process Leave Encashment and deduction of Income Tax as per rules, along with LTC.
5.45.25	Provision for reversion of leave encashment and block in case of subsequent modification by employee.
5.45.26	Provision to sanction encashment of leave accrued at the time of retirement/resignation/death of an employee - i.e., on exit and sanction of permitted percentage of leave at the time of resignation.
5.45.27	Provision to generate intimation to employee about PL/SL at Credit with reference to overflow of leave
5.45.28	Facility to store other types of absence from duty due to on-duty, joining time etc. separately.
5.45.29	Provision to sanction all the back dated leave applications with a procedure for re-calculation of PL due to resultant change in active working days.
5.45.30	Provision to have all the entries authorized by the supervisor without which the transaction will not be saved, with a maker - checker concept and an audit trail for all the transactions that take place.
5.45.31	Provision for generation of leave pass sheet of the employee at any given date with all the requisite date.
5.45.32	Provision for generation of list of employees availing leave which affects the salary payment of the employee during a month and linkage to salary module.
5.45.33	Provision of generation of reports on various combinations as per the Bank's requirement as also the reports as available in the existing leave module.
5.45.34	Provision to enter details of strike whenever occurs, and display of an alert message wherever the strike coincides with the leave of the employee.
5.45.35	Provision to generate memo to all the employees who have participated in the strike. Provision to generate a list of participants in the strike.
5.45.36	Provision to enter the staff no. of the office bearers of different unions/associations, no. of days of special leave they are eligible for and

	provision to sanction the same up to the limit entered.
5.45.37	Provision to enter the maximum limit of leave that can be availed under various categories and to sanction up to this maximum limit only for various kinds of leave
5.45.38	Provision to freeze the leave balance and LTC block of officers on study Leave / on EOL to join spouse.
5.45.39	Automatic generation of reports as on the beginning of each year in January, containing the details of employees not availing any category of leave during the preceding calendar year.
5.45.40	Automatic generation of reports as on the beginning of each year in January, containing the details of foreign visits made by employees on own account/ LTC during the preceding calendar year.
5.45.41	Provision of calculate the number of days of leave availed by any employee for the purpose of confirmation and active service norms.
5.46	Provision to generate the following reports :
5.46.1	Ø Date wise statistics on Leave applications processed
5.46.2	Ø Month wise statistics on Leave application processed
5.46.3	Ø Details LTC more than 2 times during the TAX period
5.46.4	Ø Balance of all leaves (PL/SL etc.) as on date
5.46.5	Ø PL encashed
5.46.6	Ø LTC availed during a given period.
5.46.7	Ø Encashment of Ordinary Leave
5.47	Online application through Self Service Module for payment
5.48	Calculating amount to be paid based on the user defined criteria
5.49	Calculating required TDS
5.50	Linking payment details with Payroll modules
5.50.1	Ø Checklist summary of changes made in each payroll cycle
5.50.2	Ø Report on earnings and deductions employee wise/RO wise
5.50.3	Ø Tracking report on challan submission, statutory returns submissions
5.50.4	Ø Annual claims and closure
5.50.5	Ø Loans and recovery status etc.
5.51	Ability to Automatically calculate Overtime and pay in Payroll
5.52	Approval procedure for Overtime
5.53	Ability to input Time events (Clock-in , clock-out) on-line or off-line

5.54	Automatic Recalculation of Overtime , Attendance, Leave in case
5.55	Ability to calculate Attendance based Leave earnings like PL
5.56	Facility to have different methods of data capture
5.57	Leave and attendance maintenance
5.57.1	Leave and attendance administration (Part of Leave & LFC)
5.57.2	Maintenance of leave calendars for different types of leave depending upon the type and scales of the employee
5.57.3	Leave register containing records of all types of leave, employee-wise
5.57.4	Sabbatical leave with a provision to add any new type of leave which may be introduced on a future date with a provision to differentiate them as leave which will be considered as active service and inactive service for the purpose of calculation of P.L credit
5.57.5	Ability to store the days declared as HOLIDAY under N.I Act in different states
5.57.6	Support online application and approval of leaves
5.57.7	Support a fixed uploadable format for the branches / offices when connectivity is down and facility for upload of same through e-mail / another branch.
5.57.8	Ability to maintain all types of leave including automatic credit of leave and also provision for manual credit / debit / modification / cancellation etc.
5.57.9	Leave cancellation and leave extension/ amendments advancement, postponement of leave
5.57.10	Ability to check leave balance availability at any time against current request
5.57.11	Ability to maintain muster roll of various departments with time in/out in office, and should be linked to Biometric scan reader/Proximity card system at the places where such system exists/comes in operation.
5.57.12	Ability to link to Biometric scan reader/Proximity card system for attendance at the places where such system exists/comes in operation.
5.57.13	Support extraordinary leave or loss of pay
5.57.14	Support leave encashment / availment / carryover processes administration as per the statutes laid down by the government / bank
5.57.15	Support interfacing of attendance captured with that of leave record
5.57.16	Facility to generate report periodically where the leave sanction is required post facto, but the employee has not applied for sanction
5.57.17	Facility to caution the forwarding authority in case more than a given percentage of employees of the cadre already sanctioned with leave during the period for which the current request is being processed
5.57.18	Provision to store the lapsed portion of P.L and permit the employee to avail the same up to a future date in case the same is permitted by the competent authority
5.57.19	Provision to block the LFC block of the employee in case the spouse is working in our Bank and availing LFC However, Encashment of leave should be available, if the employee is eligible for such facility, otherwise provision to process LFC application separately against a leave already sanctioned.

5.57.20	Provision to process Encashment for a LFC already sanctioned
5.57.21	Provision to modify / cancel the number of day's encashed.
5.57.22	Provision to process one or more day encashment to contribute to P.M.R.F/other with all validations (letter to be generated)
5.57.23	Provision to sanction Encashment of P.L accrued at the time of retirement / death of an employee and sanction of permitted percentage of leave at the time of resignation.
5.57.24	Provision to generate a letter to the employee informing him / her the annual P.L credit given to their account
5.57.25	The period of unauthorized absence and extra ordinary leave under non-medical ground beyond the prescribed leave should be linked to terminal benefit like pension/gratuity, to arrive at the eligibility
5.57.26	Provision to store other types of absence from duty due to On duty, Joining time etc., separately
5.57.27	Provision to generate the P.L balance of all employees as on a given date
5.57.28	Provision to get the list of employees sanctioned with leave to visit abroad
5.57.29	Facility to convert balance casual leave to unavailed casual leave (UCL) and also for tracking Unavailed Casual Leave (UCL) and its lapse after pre- defined period.
5.57.30	Provision of additional sick leave as on date after completion of pre-defined service period.
5.57.31	Provision for the cancellation of authorized leave / encashment of PL.
5.57.32	Provision of sanctioning / extending leave beyond specified limits for individual employee, a group of employees or across the organization. Provision for providing time cap / expiry period / expiry date for such additional provisions.
5.57.33	Provision of sanctioning leaves of employee who is on Contract Basis.
5.58	Facility to calculate (on Prorata basis if required) and credit leave during the first year of joining
5.59	Provision to postpone the deduction of leave/loans etc.,
5.60	LFC Surrender & encashment depending on number of passengers on the eligible mode of transport and cadre
5.61	Leave Encashment Fund : Capture the details of remittance and withdrawals, calculation of interest and generation of connected reports
<b>Worksheet Total</b>	<b>Leave Management</b>

**Sanctioning Authority for Leave - Work flow.**

<b><u>Sanctioning Authority</u></b>					
<b><u>Sl No.</u></b>	<b><u>Nature of Leave/Allowances</u></b>	<b><u>Branch Manager</u></b>	<b><u>Regional Manager</u></b>	<b><u>Chief Manager PHRD @ HO</u></b>	<b><u>General Manager</u></b>
1	Casual Leave / Unavailed Casual Leave	Branch staff except Branch Manager	Branch Managers and RO staff.  Scale-V RM up to Scale-IV Scale-IV RM up to Scale - III	HO staff up to Scale III	Scale - IV BM with Scale - IV RM  Scale IV RM  Scale IV at HO  Scale V at ROs and HO.
2	Privilege Leave / Sick Leave	CM headed branches: Branch staff except BM  Other Branches: No powers	Scale-V RM: up to Scale -IV Scale -IV RM up to Scale III	HO staff up to Scale III	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO  Scale V at ROs and HO.
3	Extra Ordinary Leave on LOP	No powers, Forwarding option should be available.	Scale-V RM: up to scale -IV Scale-IV RM: up to Scale III	HO staff up to Scale III	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO

					Scale V at ROs and HO.
4	Maternity Leave /Paternity Leave	No Powers, Forwarding option should be available	Scale-V RM up to Scale-IV. Scale-IV RM: up to Scale III	HO staff up to Scale III	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO  Scale V at ROs and HO.
5	Special Casual Leave/ Special Leave for blood donation, family planning, sports, casting vote.	No Powers, Forwarding option should be available	Scale-V RM: up to scale-IV Scale-IV RM: up to Scale - III	HO staff up to Scale - III	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO  Scale V at ROs and HO.

Scale I: Assistant Manager.

Scale II: Manager.

Scale III: Senior Manager.

Scale IV: Chief Manager.

Scale V: Assistant General Manager.

S No.	Particulars
<b>6</b>	<b>Staff Re-imbursements and Welfare</b>
6.1	The system should Issue NOC for Passport, VISA, higher studies and any other purpose including NOC for re-employment of retired employees as well as existing employees.
6.2	The system should facilitate generation of No Objection letter for availing loan from other Banks, financial institutions or other entities.
6.3	The system should maintain various staff welfare scheme like mediclaim, subsidized canteen details and generation of relevant reports
6.4	The system should maintain details of allowances paid to each employee month-wise based on the applications received like conveyance fee, new paper, etc.
6.5	The system should maintain details of identity cards issued and cancelled
6.6	The system should capture the details, achievements of sports persons employed in the Bank, their designations, scales etc.,
6.7	The system should capture details of Power of Attorney issued/Cancelled to the employees along with the facility to scan and store and view the signatures of the officials issued with PA - separately for PA
6.8	The system should capture details of PA of employees kept under suspension
6.9	The system should Maintain signature of officer/staff under suspension/retired and their circulation
6.10	The system should capture details of various scholarship schemes of the Bank
6.11	The system should accept and process applications for grant of scholarships. Accepted & rejected application details and related reports.
6.12	The system should maintain hospitalization /Domiciliary treatment rates ceilings are defined as per regulatory guidelines
6.13	The system should maintain employee-wise medical aid details and giving automatic credit of medical aid at the beginning of the year as per the employee eligibility
6.14	The system should update the medical aid limit of the employee based on his cadre
6.15	The system should accept the application for Medical aid and processing the same
6.16	The system should maintain hospital reimbursement rates as per the Bank rules (self and dependent eligibilities separately)
6.17	The system should maintain register of advances extended and adjust the same during final re-imbursement
6.18	The system should allow online requisition of tour advance as well approval of the same from controlling authority as per defined guidelines.
6.19	The system should allow uploading of claims information for re-imbursement of tour expenses, transfer allowance etc.
6.20	The system should allow sanction of competent authority to manage exceptions to the defined limit of claim
6.21	The system should highlight transfer cases who are yet to claim transfer re-imbursement and send reminder letters to ensure claim within a defined period of transfer

6.22	The system should allow updation to re-imbursement limits based on internal organization policy or other regulatory policies
6.23	Provision for entry of Reimbursement of conveyance allowance, telephone, canteen subsidiary, business development expenses, staff welfare, payment for meritorious student etc., Inward, sanction, Rejection with reasons.
6.24	Group Personal Accident Insurance Policy: Capture the details of Premium payment - Cadre, No of employees and Total premium. Inwarding of accident claims, forwarding to insurance company, sanction and reimbursement of claim amount
6.25	Medical Facilities
6.26	General Requirements
6.26.1	Capturing Rules and Eligibility conditions
6.26.2	Maintenance of employee wise medical assistance details for both serving/retired employees who are members of various Medical Assistance Schema of the Bank as well as those who are not members.
6.26.3	Maintaining the medial assistance eligibility for different category of employees, such as schedule of rates for different category of staff in the Bank and Industry.
6.26.4	Capturing the details of rules and eligibility under Medical Assistance Fund, Medical Facilities schemes etc.
6.26.5	REMS, Annual Health Checkup Scheme, Scheme for Spectacles, etc. in the Bank and similar Schemes in the industry.
6.26.6	Medical profile of employees with details of dependents (age, relationship, etc.) eligible for medical facility, membership of various schemes, expenditure incurred on medicals per employee and expenditure on employees per ailment.
6.26.7	Hospital reimbursement rates as per the Bank rules (self and dependent eligibilities to be classified separately)
6.26.8	Calculation of tax liability
6.26.9	Posting of sanctioned amount with details in medical sheet of employee
6.26.10	Handling of TDS in case of direct settlement including preparation of form 16-A for all entities and forwarding these to them annually Preparation of Outstanding medical advances list and follow up for refund of excess advance. If not complied within stipulated time, salary section to be advised to recover through salary. Deciding installments, if amount is big.
6.26.11	Preparation of Budget for Medical expenses and review of expenditure incurred under various schemes of the Bank such as Medical Assistance Fund, Medical Facilities Scheme, Dispensary facility, Annual Health, Checkup etc.,.
6.26.12	Monitoring of outstanding Sundry Advances at monthly / quarterly / annual intervals
6.26.13	Employee-wise details for recovery of outstanding / excess advances, if any.
6.26.14	Generation of Annual Closing statements
6.26.15	Generating Reports employee-wise as well as department-wise / regional officewise.
6.27	Staff Loan Detail Maintenance



6.27.1	Effecting monthly regular and one-time (due to voluntary increase, foreclosures, prepayments) recoveries; incorporating any changes in monthly installments - Linkage with Payroll module.
6.27.2	Linkage with Superannuation desk for recovering outstanding balances at the time of superannuation and settlement thereof.
6.27.3	Calculating perquisite values for Income Tax deductions from salary.
6.27.4	Refund/Adjustment of excess recovery of Principal/interest effected, if any.
6.27.5	Generation of following Report: Statement of monthly recoveries to be effected after incorporating any changes (due to voluntary increase, foreclosures, prepayments).
6.28	Tour Approval and Claim Processing
6.28.1	Facility for Online application seeking approval by the employee for official work
6.28.2	Facility to provide online sanction by the authority. Generation of sanction number for tracking subsequent activities
6.28.3	Online sanction of travel advance by concerned official
6.28.4	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 etc. T A Bill - inward , date of journey, place of visit, purpose, head wise claim Amount, advance taken, balance amount and sanctioned amount, Full Rejection/partial Rejection with reasons, automatic generation of reports. Provision to tag TA proceedings to various groups like training, training centers etc.
6.28.5	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
6.28.6	On full adjustment of advance, sanction number must be closed
6.28.7	Facility to generate online reminder letter for the concerned employee in case of non-submission of tour expense claim within a fixed time period
6.28.8	Facility for generating Union membership details along with subscription.
6.28.9	Facility for Generation of tax estimation report
6.28.10	Facility for Generation of Member-wise festival advance report.
6.28.11	Facility for Generation of Leave Encashment report(Daily report and member-wise report)
6.28.12	Facility for perquisite calculations.
6.28.13	Entry provisions for Perquisite Details at various levels, defining the master, perquisites information
6.28.14	Facility for the declaration and details of dependents.
6.28.15	Increments, sanction / restoration of increments/ basic pay in punishment cases, shifting of the date of increment due to LOP etc., special increments for CAIIB / Graduation etc.

6.29	GENERAL ADMINISTRATION
6.29.1	Facility for News Paper Reimbursement.
6.29.2	Business Development Expenses
6.29.3	Facility for Briefcase Reimbursement.
6.29.4	Facility for Telephone/Mobile to executives.
6.29.5	Facility for issuing ID Cards to staff.
6.29.6	Facility for access control cards.
6.29.7	Facility for award after completion of certain yrs of service/ on retirement
6.30	TA/DA BILL
6.30.1	If an employee avails TA DA for a sanctioned bill, system should not accept the same bill / again. This should be same with advance payments.
6.30.2	Award staff gets diem allowance for training. There should be provision to do this online
6.30.3	Facility of authorization by officers for entry done by employee.
6.30.4	Facility to allow the calculation of Multiple bills pertaining to particular staff should be allowed on same day.
6.30.5	Support online submission of TA Bills, processing, sanction etc. as per User Defined Parameters. Claim passing of TA bill without tour program with a defined procedure and defined sanction authority.
6.30.6	Support keeping record history of all TA Bills passed employees wise (individual and category wise) periodicity wise.
6.31	Management of Medical Aid.
6.31.1	Maintenance of employee wise medical aid details
6.31.2	Whenever an employee promoted to another cadre whereby the employee is eligible for higher Medical Aid the same should be mapped automatically
6.31.3	The eligibility of employee has to be parameterized and the period up to which an employee can accumulate has to be parameterized
6.31.4	Whenever the application is received, the eligibility has to be arrived afresh and the application has to be validated and passed for payment
6.31.5	Maintaining the medical aid eligibility for different category of employees
6.32	Scholarships
6.32.1	Details of various scholarship schemes of the Bank
6.32.2	Acceptance and processing of applications for grant of scholarships
6.32.3	Details of sanctioned scholarships and recording payments made thereof
6.32.4	Generation of all relevant reports regarding scholarship
6.33	Staff Welfare Schemes
6.33.1	Maintenance of various staff welfare scheme details

6.33.2	Facility to apply/withdraw online by the employee to join various staff welfare scheme
6.33.3	Generation of relevant reports
6.33.4	Payment of conveyance, entertainment, News Paper, Telephone and other expenses to staff
6.33.5	Maintenance of details of allowances paid to each employee month wise bases on the application received
6.33.6	Online settlement of accounts of concerned officials and passing of necessary accounting entries to maintain related books of accounts
6.33.7	Details of Spouse: Name, DOB, Employed or Not.
6.33.8	Details of Children: Names, DOB, SCH/COLL Fee/Reward Availment: FY & Class.
6.33.9	Details of All availments of Health Check-up Date wise.
6.33.10	Staff Welfare Fund: Capture data of employees enrolled, details of remittance and withdrawals, calculation of interest, loans granted to members, its accounting and automated flow of deductions from salary module, closure of loan, Capture the refund made to staff member on exit/death.
6.33.11	Training: Maintaining member-wise records : Course-Period-Institute
6.33.12	Training: Report of Non Attendance - for specific period.
6.33.13	Income Tax. : Automatic calculation of IT on SCH/COLL FEE / Medical reimbursement
6.33.14	Facility of generating all above reports in system format and converting in Excel format.
6.33.15	Generating reports with some variable general columns (like EMP NO., Name, Design, Department etc.)
6.33.16	Facility of Staff welfare scheme taxable
6.33.17	Facility of NOC for PP/ VISA / GOING ABROAD
6.33.18	Provision for SWS taxable.
6.34	Facility for updation of information through employee self-service system and its authorization.
6.35	Info system for maintaining record of IBA, ministry letters received, action taken, reply sent (reference no) etc.,
6.36	Info system regarding amendments to Service regulations stage wise
6.37	Info system for maintaining the details of clarifications concerning policy matters sent to Regional offices on various service conditions
6.38	Information regarding
6.38.1	Ø Officers claiming conveyance reimbursement on the basis of declaration, petrol/diesel/gas bills in respect of 4/2 wheelers owned by them
6.38.2	Ø Reimbursement of expenses incurred for medical check-up by employees over specified age.
6.38.3	Ø Financial assistance to employees on LOP on account of major ailment/operation etc.
6.39	Information regarding quarters to officers:

6.40	Details of Sports persons
6.40.1	Ability to capture the details of sports persons employed in the Bank, their designation, sex, scales etc.
6.40.2	Capture their achievements in various tournaments
6.40.3	Approval for participation in various tournaments
6.40.4	Special leave & expenses details granted to sports persons
6.40.5	Budget sanction & expenditure maintenance in various sports disciplines
6.40.6	Expenses sanctioned for promotion of cultural activities & their details
6.40.7	Granting permission to employees to join as Guarantor/Co-obligant to the loans availed by their close relatives
6.40.8	Support to give early going memos to sports persons
6.41	Tour and Travel Bills
6.42	Inland Tour Bills
6.42.1	Capturing rules and eligibility conditions
6.42.2	Preparation of Tour program by the employee through Self Service Module
6.42.3	Approval of tour program by competent authority through Self Service Module
6.42.4	Application for tour advance by employee through Self Service Module
6.42.5	Scrutiny of application for advance and sanction of advance
6.42.6	Follow up of outstanding advances against bills submitted/settled
6.42.7	Submission of bill by employee - online - giving details of items of expenditure, i.e. ticket cost, HA, Mazdoor hire, conveyance, hotel stay etc.,
6.42.8	Capturing center-wise data for distances between two local places in a city or between two cities in a State.
6.42.9	Scrutiny and sanction of bills as per rules - limits for different category of employees
6.43	Statement of employee wise data of sanctioned amount
6.43.1	Mapping of outstanding advances with sanctioned amount for accounting
6.43.2	Sundry Advances a/c - Tour/TA Advance
6.43.3	Sundry Advances a/c - Training/TA Advance and
6.43.4	Sundry Creditors a/c- Refund of tour with the balances maintained and maintenance of related records/files.
6.43.5	Report of Department-wise details of travel bills Management of data for appropriate reports that can be leveraged as analytical tools. Maintenance of records/files and related correspondence of settlement of tour /training bills.
6.44	Generation of Annual Closing statements
6.44.1	Generation of the outstanding position of tour/training advances employee-wise

6.44.2	Generation of statement of tour expenses department/centre-wise for monitoring of budget
6.44.3	Settlement of payments made by one office on behalf of another in connection with the visit undertaken by the latter's officials in respect of ticketing/hotel booking and taxi hire and sent to the latter for sanction. Originating advice from the latter to be responded by the former.
6.44.4	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / Centre
6.45	Provisioning and Annual closing of accounts
6.45.1	Settlement of payments made by one office on behalf of another in connection with the visit undertaken by the latter's officials in respect of ticketing/hotel booking and taxi hire and sent to the latter for sanction.
6.45.2	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / Centre.
6.46	Transfer Bills
6.46.1	Capturing rules and eligibility conditions
6.46.2	Application for transfer advance by employee through Self Service module
6.46.3	Monitoring of outstanding advances against bills submitted within time limits prescribed
6.46.4	Submission of bill by employee - giving details of items of expenditure, i.e., travel cost, halting allowance on transfer, mazdoor hire, local conveyance, lodging and boarding charges, packing & forwarding charges, transport charges for household goods & vehicle, insurance, incidental expenses, etc., Capturing centre-wise data for distances between airport / railway station and the place of stay at new centre for calculation of local conveyance admissible at specified rates
6.46.5	Scrutiny and sanction of bills as per rules - limits for different category of employees and different pay-scales - linkage with other modules required, like with payroll module (for basic pay, dearness allowance, etc.) and quarters allotment module (for stoppage or payment of halting allowance on transfer)
6.46.6	Maintenance of Bills Register for statement on employee-wise data of bills due, settled, pending for sanction, etc. and respective amounts
6.46.7	Generation advances of periodical reports for monitoring of outstanding Reconciliation of intermediary head of accounts, i.e.
6.46.7.1	Ø Sundry Advances a/c - Transfer Advance
6.46.7.2	Ø Sundry Creditors a/c- Refund of Transfer Advance with the balances maintained by respective authority and maintenance of related records/files.
6.46.8	Mapping of transfer expenses over time and across regions for future policy purposes
6.46.9	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / centre
6.47	Leave / Retirement Travel Concession Bills
6.47.1	Capturing rules and eligibility conditions - for various cadres and various types, set periods, distance limits, etc.
6.47.2	Facility to apply, cancel, extend, or postpone online by employee and approve or reject by concerned authority

6.47.3	Application for LRTC advance by employee - separate norms for Declaration Scheme and Reimbursement Scheme - maximum 2 separate applications for self and family members allowed in a set period; Advance payment for self and dependents should be accepted in LFC in single block.
6.47.4	Scrutiny of leave sanctioned from leave module and eligibility of set period etc. from LTC binder (System to capture manual binders to electronic-documents)
6.47.5	Scrutiny of application for advance and sanction of advance - System to handle release of advance separately depending on certain conditions (i.e., whether all members of family are travelling, and LTC for different blocks but availed in same year should be accepted.) - Making temporary entry of sanctioned amount in LTC Binder until final settlement .In case of Retirement Travel Concession, communicating to Superannuation desk for retaining an amount equal to RTC advance, if availed, from the retirement benefits (to be settled only when RTC bill is actually sanctioned)
6.47.6	Monitoring of outstanding advances and/or outstanding refunds, and bills submitted within time limits prescribed
6.47.7	Submission of bill by employee - giving details of items of expenditure, i.e., travel cost, incidental amount, etc., for each member of family
6.47.8	Checking of dependency of family members for LRTC purpose from employee database.
6.47.9	Scrutiny and sanction of bills as per rules - limits for different category of employees and different pay-scales - linkage with payroll and leave modules required. Bill payment in part should be possible.
6.47.10	Maintaining details of TDS due if any and alert for remittance of TDS by 7th of next month, if not done through salary
6.47.11	Preparation of taxable amount and transmission of the same to payroll module for recovery from salary, if not done directly.
6.47.12	Preparation of e-TDS statements on quarterly basis
6.47.13	Updation of LTC Sheet and Bills Register - System to generate e-registers for audit
6.47.14	Posting of LTC incidental advance / encashment of leave in respective sheets/binders (entry required also in respective application forms.)
6.47.15	Generation of report on pending bills, sanctioned cases, amount, etc. for a month or quarter for monitoring purpose
6.47.16	Reconciliation of various heads of account for every month and its submission to AES - Establishment charges a/c-LRTC, Sundry creditors A/c - TDS on LRTC, Sundry Advances A/c - LRTC and Sundry creditors A/c-Refund of LRTC
6.47.17	Calculating quarterly and annual provision.
6.47.18	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / centre.
6.48	Bills for Local Conveyance expenses
6.48.1	Capturing rules and eligibility conditions
6.48.2	Application by employee through Self Service Module
6.49	Scrutiny of Local Conveyance bills
6.49.1	Sanctioning bill.

6.49.2	Maintaining employee-wise as well as department-wise data.
6.49.3	Submission of Quarterly Statement to all the departments for monitoring of budget utilization
6.49.4	Department wise statement of expenditure for bills of employees
6.49.5	Maintaining details of prevailing taxi/ Auto etc., rates at those centres.
6.49.6	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / centre
6.49.7	Bills for Out-of-pocket Expenses Capturing rules and eligibility conditions
6.49.8	Capturing centre-wise data relating to local conveyance rates for taxi, three wheelers and other modes of local transport
6.49.9	Online application by employee - link with employee database.
6.50	Scrutiny and Sanction of bill
6.50.1	Generating Reports employee-wise as well as department-wise /regional office wise
6.50.2	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / centre
6.50.3	Reconciliation with Accounts
6.50.4	Department wise details of payments made to Officers
6.50.5	Preparation of statement of payment, sanction note, provisioning and vouchers:
6.50.6	Handling queries, clarifications and correspondences from ROs
6.50.7	Statement for Reconciliation with Accounts
6.50.8	Preparing details of payments made to Officers entrusted with special assignments where the cost is borne by other agencies and paid on reimbursement basis
6.51	Verification of documents
6.51.1	Calculation of payment for each employee - (taking into account adjustment in case of Extra Ordinary Leave / promotion)
6.51.2	Provision for checking by the authorised officer
6.51.3	Adjustment of less/excess amount paid to transferee employees from subsequent payments (to be made at new centre)
6.51.4	Preparing statement of payment, sanction note, preparation of vouchers, provisioning of amount to be paid
6.51.5	Handling queries, clarifications and correspondences from ROs
6.51.6	Statement for Reconciliation with Accounts
6.51.7	Preparing details of payments made to Officers entrusted with special assignments where the cost is borne by other agencies and paid on reimbursement basis
6.51.8	Online application by employee - two stage - first advance and then actual bills

6.51.9	Online entitlement position, balance outstanding etc., balance can be availed only in case of revision in limits
6.51.10	Online Scrutiny and Sanction of applications and bills.
6.51.11	Preparation of Statement/Voucher for Payment
6.51.12	Preparing details of payments made to Officers entrusted with special assignments where the cost is borne by other agencies and paid on reimbursement basis
6.51.13	Facility to generate statement for monetary perk calculation during availment year only (once in 5 years).
6.51.14	Generation of Statements for Reconciliation with Accounts and Budget Review
6.52	Reimbursement of Telephone charges
6.53	Family Planning Incentive
6.53.1	Processing of applications received from the employees and release of incentive as per the Bank's rules
6.53.2	Provision uniforms to record the bill particulars evidencing the purchase of
6.53.3	Issue of visiting Cards
6.53.4	Capturing eligibility norms relating to type of employee, periodicity of issue, change of posting, change in position, etc.
6.53.5	The system should maintain details of staff members eligibility for uniforms, shoes etc. track of past record when last issued also to be maintained
6.53.6	Maintaining list of employees with date of issue
<b>Worksheet Total</b>	<b>Staff Re-imbursements &amp; Welfare</b>



### Sanctioning Authority for Staff reimbursement- work flow

<u>Sl No.</u>	<u>Nature of allowance</u>	<u>Sanctioning Authority</u>			
		<u>Branch Manager</u>	<u>Regional Manager</u>	<u>Chief Manager PHRD @ HO</u>	<u>General Manager</u>
1	LTC/LFC, annual health checkup, Eye-checkup, TA bills, 150% HRA, Tuition fee, closing allowances, Joining Time	No Powers,  Forwarding option should be available	i) Scale V RM: Upto Scale -IV. ii) Scale IV RM: up to Scale-III.	HO staff up to scale -III	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO  Scale V at ROs and HO.
2	Festival Advances, Annual Medical Reimbursement	Branch staff except Branch Manager.	Branch Managers and RO staff. i) Scale -V RM: up to Scale -IV ii)Scale -IV RM: up to Scale- III	HO Staff up to Scale III.	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO  Scale V at ROs and HO.
3	Closing Allowances	All Branch staff: BM  In respect of BM: BM with counter signature of Officer/joint custodian	NA	NA	NA
4	Officiating Allowances	No powers,  Forwarding option should be available.	All staff of the region.	NA	NA
5	Conveyance allowances	All Branch staff: BM In respect of BM:	RO Staff	HO staff upto scale III.	Scale IV and Scale V at HO

		BM with sign of officer/JC (after ascertaining average petrol rate from respective ROs)			
6	Uniforms, Cycle allowances.	Branch Office Attendance (M)	RO Office Attendant (M)	HO Office Attendant (M)	NA
7	Payment of Special pay to Office Assistant (M) holding joint custodian keys.	BM is sanctioning authority.	NA	NA	NA
8	News Paper reimbursement	All Branch Staff: BM  In respect of BM: BM with counter signature of officer/joint Custodian.	RO Staff	HO Staff up to Scale III	Scale IV and Scale V at HO
9	Silver Jubilee Award	Branch Staff	RO Staff	HO Staff up to Scale III	Scale IV and Scale V at HO

S No	Particulars
7	<b>Terminal Benefits + Separations</b>
7.1	The system should allow financial accounting of PF, Gratuity, Welfare and leave encashment funds
7.2	Accounting module for PF, Pension and gratuity including daily, quarterly, yearly statement of accounts (Balance sheet, trial balance. P&L)
7.3	The system should map PF accounts with salary of respective employee for payroll calculations
7.4	The system should support pooling the monthly contribution of PF, VPF in to the PF management system
7.5	The system should support reconciliation of monthly contribution of employee based on any deviations occurring on account of increments/promotions/Lop status etc.
7.6	The system should facilitate accurate deductions from employee and employer based on the Pension scheme opted
7.7	The system should have multiple pension schemes so that Bank's Pension scheme & Industry Pension scheme available in Banking sector can be incorporated.
7.8	In case of a new joinee, the system should generate the new PF code to be allocated with due communication to PF department
7.9	The system should Support PF settlement process including generation of settlement sheets and relevant vouchers for accounting.
7.10	The system should support calculation of periodic interest and crediting the amount to the accounts
7.11	The system should maintain rules and regulations regarding PF Loan and ensure tracking the same for any PF loan requisition
7.12	The system should perform PF application processing, loan sanctioning, loan disbursement, modification of loan installments, loan short closure, recovery through payroll, final settlement during closing/transfer for different type of loan.
7.13	The system should maintain nominee details and payment to nominee in case of death of an employee.
7.14	The system should generate PF returns mandated for submission as per statute.
7.15	The system should Generate Form 15 AA for the terminal benefits like PF/Gratuity/Pension
7.16	The system should Generate all types of MIS reports as per request of Bank (like pf ledger etc.)
7.17	The system should have the facility to record voluntary PF contribution and link to payroll for deductions. The input for VPF to come from user with sanction note of competent authority
7.18	The system should be capable of handling separation process triggered by resignation letter / dismissal or termination letter / e-mail / intimation on behalf of employee or Line Manager
7.19	Should be able to capture the reason for separation such as enter Reason for separation in system such as resignation/VRA/compulsory retirement/accident/death/fraud/other issues involving disciplinary action

	etc.
7.20	In case of a normal retirement process, the system should generate letters to all the branch offices, where the retiring employee has worked to notify employee liabilities, if any
7.21	The system should be able to track pending information from the posted locations and generate reminder letters for follow ups
7.22	The system should also facilitate checking of any disciplinary action in process against the employee
7.23	The system should facilitate online approval/comments from the controlling authority on the last 3 years scrutiny of employee's property returns
7.24	The system should facilitate online approval/comments of the CVC and Disciplinary action cell on employee check with respect to any irregularities/disciplinary issues - to decide the course of retirement
7.25	The system should generate retirement note with details on liabilities, disciplinary status, check on property returns to seek approval from competent authority
7.26	On confirmation, the system direct the details to PF department as well as the controlling authority of present place of posting
7.27	In case of VRS, the system based on the circular cut-off date/otherwise , track online employee requests for VRS received
7.28	The system should facilitate online approval/rejection of VRS requested by the employee keeping the personnel department informed
7.29	The system should generate relieving letter to be issued to the employee through the Regional Office/department HOD at HO
7.30	The system should be able to alert all departments to prepare a list of receivables/dues in cash/kind from the separating employee. Notification should be sent to IT for cancellation of Login ID on the last day. Notification should be sent for surrendering Power of Attorney
7.31	In case of an employee under disciplinary action proceedings, the system should facilitate stoppage of F&F dues barring pension and employee's contribution to PF. It should track the case closure status, before disbursement of net full and final
7.32	The system should maintain rules regarding disbursement of PF, pension, gratuity and leave encashment based on type of separation, status of disciplinary action, employee specific requests etc.
7.33	The system should intimate the employees three months before their retirement about their PF subscription, PF Loan, Gratuity and Pension claim forms etc.
7.34	The system should support pension processing for pensioners - to obtain pension slip/change of nominees/details of pension during financial year/Tax calculations/updation of personal details etc.
7.35	The system should maintain nominee details to facilitate pension processing
7.36	The system should support pension disbursement and support multiple payment modes for pension
7.37	The system should calculate family pension and payment
7.38	The system should maintain rules regarding pension scheme and disbursement options that employees can avail and process the same based on the pension claim forms received (example, commuting option)

7.39	The system should support all related accounting procedures including generation of vouchers and related reports
7.40	The system should perform Income tax calculation and deduction for pension payment as per govt. guidelines and issuance of form 16
7.41	The system should perform gratuity calculation, provision & accounting employee wise
7.42	The system should perform forfeiture of Gratuity in case of dismissals etc.
7.43	The system should generate all types of reports/registers related to Gratuity management
7.44	In case of death, the system should allow uploading of spouse request for ex-gratia along with relevant forms (liability, source of income etc.) for Consideration
7.45	Based on defined ex-gratia norms, the system should facilitate generation of note for approval/rejection by the competent authority
7.46	The system should allow logging on queries received by the PF department for online resolution if possible
7.47	Group Gratuity Fund : Capture the details of remittance and withdrawals, calculation of interest and generation of connected reports
7.48	Pension
7.48.1	Receipt of application for pension, commutation of pension, etc. for both pension/family pension
7.48.2	Preparation of sanction notes involving calculation of pension/family pension, commutation amount, arrears of pension amount.
7.48.3	Preparation of Pension and Family Pension sanction letters.
7.48.4	Preparing revised sanction notes, sanction letters, updation of Pension Pass Books on account of grant of fresh Additional Qualifying Service
7.48.5	Handling of representations received regarding non consideration of Additional Qualifying Service.
7.48.6	Entering details of Legal Opinion obtained from Law Department, if required.
7.48.7	Referring cases to appropriate department for policy decision
7.48.8	Maintaining details of sanctions of normal pension and family pension
7.48.9	Calculating revised pension and pension arrears payable on account of revision in pay scales.
7.48.10	Obtain ECS mandate from Pensioner (A/c No. & MICR code of the Bank)
7.48.11	Capture data of Pensioner from employee database of HRMS relating to Name, Grade, UIN, Date of birth, Date of Retirement, Date commutation, Basic Pension, mode of payment, A/c no. and MICR code on the Payroll Module used for disbursement of pension.
7.48.12	Capture DA rates in pension module at half yearly intervals
7.48.13	Preparation of pension roll for payment of monthly pension using the software package
7.48.14	Obtain details of Gratuity and Encashment of leave paid during the current financial year and IT & EC deducted thereon and capture the details in the software for assessing the taxable income for the year.
7.48.15	Obtain details of salary paid up to the date of retirement and capture the same in the software for assessing the taxable income for the year.
7.48.16	Obtain declaration of savings from the pensioners regarding savings to be made by them during the current financial year for the purpose of IT deduction through Self Service Module.

7.48.17	Obtaining Life Certificate, Non-marriage, Non-Employment Certificate from Pensioners/ Family Pensioners. Scrutiny and Review of the certificates and stoppage of pension from January wherever certificate is not in order or not received.
7.48.18	Maintaining data base viz. Address, Telephone numbers and PAN of Pensioners.
7.48.19	Verification of actual savings made by the Pensioners and capturing the same in the software.
7.48.20	Effecting recoveries towards electricity/ telephone charges, monthly rent etc. in respect of pensioners wherever advised by the concerned Department.
7.48.21	Assessment of IT and effecting monthly recovery of IT and EC and remittance of the same to IT Authorities.
7.48.22	Issue of Form 16, IT review sheets
7.48.23	Maintenance of Pension Fund Register and issue of Balance Confirmation of pension fund A/c with AES on monthly basis.
7.48.24	Maintaining data in respect of all pensioners (of HO and all ROs, SO, TEs) and capturing the data directly in the pension software, for disbursement of monthly pension.
7.48.25	Generating reports P1 to P5 in respect of all Pension optees, Pensioners and Family Pensioners for actuarial valuation of pension liability.
7.48.26	Provision for Pension Revision and calculation of arrears, if any.
7.48.27	Linking pension details with salary details of pensioners who are employed in Bank. (Family Pension cases)
7.48.28	No. of pensioners, separately indicating the types of pensioners, the amount of pension, date of retirement, last drawn pay and other details, for all offices
7.48.29	No. of family pensioners, separately indicating the rates of pension, the amount of pension, name of employee in respect of whom the family pension is being paid and other details, for all offices
7.48.30	No. of ex-gratia recipients, separately indicating the date of retirement, last drawn pay and other details, for all offices
7.48.31	No. of family ex-gratia recipients, separately indicating the name of employee in respect of whom the ex-gratia is being paid and other details, for all offices
7.48.32	No. of Pension Optees and Contributory Provident Fund Optees separately
7.48.33	Details of pensioners who have availed benefits of addition to qualifying service
7.48.33.1	Ø On Educational Qualification & Experience as considered essential by the Bank at the time of recruitment
7.48.33.2	Ø On Military Service
7.48.33.3	Ø On Premature Retirement
7.48.33.4	Ø On Premature Retirement
7.48.34	Counting of Period of Deputation
7.48.35	Counting of service rendered in other organisations
7.48.36	Details of serving employees who have requested for benefits and request has been acceded to
7.48.37	Details of serving / retired employees who have requested for benefits and request has been rejected
	Details of serving / retired employees who have requested for benefits and

7.48.38	request is under consideration / in correspondence
7.48.39	Details of Court cases, their status, outcome, linkages with other cases, tracking mechanism with facility to generate automatic system alerts for dealing staff, email alerts to dealing Regional Office and Legal Dept.
7.48.40	Database of letters received, dispatched, with relevant tracking mechanism for ascertaining the position. To also include MIS reports automatic or manual generation regarding pending status
7.48.41	Database on the various forums/ associations of pensioners, their contact details, demands, etc.
7.48.42	Database on references from Govt. /VIPs and tracking mechanism
7.48.43	Analytical and Forecasting tools relating to Pension
7.48.44	Tools for extracting the above statistical information in full or in parts with a user specified report generation
7.48.45	Tools for calculating pension, family pension, exgratia using user-provided data input along with instructions from instruction/ statistical database
7.48.46	Calculating number of persons retiring at a particular point of time in future and calculating from the same number of persons who are pension optees.
7.48.47	Projecting pension on basis of Pay expected at tune of retirement [up-to 5 years in advance] taking into consideration the existing pay and expected pay in the intervening period as per the rules of the Bank.
7.48.48	Calculating Total outgo on pension / ex-gratia on annual basis given the no of retired employees, future retirees and pay and Dearness relief and inputs from Section II above
7.48.49	Calculation of Total outgo as at (e) above and the expected rate of contribution to the Fund calculated on the basis of projected salary as at (d) above
7.49	Retirement Benefits
7.49.1	Provident Fund
7.49.1.1	Allot PF Index numbers to each employee
7.49.1.2	Capturing employee-wise data for exercising option for Subscription(ES), Emp. Additional Subs.(EAS), Recovery
7.49.1.3	RO-wise/employee-wise calculation and reports of Provident Fund remittances, the Fund Manager, (with breakup of amounts for Bank's Contribution based on standard rate, Employees Subscription, Employees' Additional Subscription, Recovery Towards Advance in separate reports) in two sets - one for transferable employees and another for non-transferable employees
7.49.1.4	Provision for capturing of Supplementary Remittance for staff members on deputation
7.49.1.5	Generation of reports for employees where monthly subscription is not remitted during a month
7.49.1.6	Capture details of PF advances/withdrawals of Subscribers
7.49.1.7	Generation of PF schedules & automatically update individual balance and output in e-form for onward submission to PF Authority for updation of their records
7.49.1.8	Provision for calculation of administrative expenditure payable to the Funds Manager for maintenance of PF accounts based on set criteria, which requires capturing the criteria in the system.
7.49.1.9	Provision for online application by an employee for withdrawal or advance for eligible purposes and refund on retirement or exit from PF - rules for

	eligible purposes and maximum allowable limits to be captured in the system.
7.49.1.10	Scrutiny of the applications received for verification of correctness in filling of all the columns, signature verification, supporting documents.
7.49.1.11	Facility to check eligibility in accordance with PF regulations and Prepare sanction memorandum.
7.49.1.12	Preparation of the sanction memorandum as per prescribed format in which employee details are to be captured from HRMS; forwarding the sanction memo with the employee's application to appropriate authority.
7.49.1.13	Maintaining details of receipt of amount from Fund Manager and release to employee in case of withdrawal or advance for eligible purposes (in instalments in case of housing purposes) from employee subscription portion. Release of both employee portion and bank's contribution to employee on retirement or exit, if employee opted for CPF, otherwise bank's contribution goes to Pension Fund (not to employee).
7.49.1.14	Facility to generate recovery advice for payroll desk in case of PF advance - Link with payroll and also monitor outstanding balances of advance.
7.49.1.15	Maintaining details of documentary evidence submitted for ensuring use of PF withdrawal/ advance for intended purpose.
7.49.1.16	Facility for conversion of PF advance to PF withdrawal
7.49.1.17	On-line application from employee for addition or change in nomination, name (after marriage), correction in the name, surname, birth date etc. and forwarding it to Fund Manager along with supporting documents for necessary action at their end - scrutiny of the details.
7.49.1.18	Updation of records after acceptance of nomination and correction by Fund Manager
7.49.1.19	Provision to identify discrepancies in PF statements and effect correction/changes in date of birth, nominee name, etc.
7.49.1.20	Generate monthly returns:
7.49.1.21	Consolidated Statement of Centre-wise contributions received during the month
7.49.1.22	Statement showing details of input data sent by Fund Manager in IP-1 to 5
7.49.1.23	Statement detailing the variations found during the current month on comparison with previous month.
7.49.1.24	Statement detailing the Centre & Subscriber-wise opening balances, monthly transactions as well as closing balances for the month
7.49.1.25	Ability to every Employee to view his PF statement through Self Service Module.
7.49.1.26	Statement showing details of staff transferred between centres after last payroll processing
7.49.1.27	Subscriber-wise Statements for distribution to subscribers and for records
7.49.1.28	Details in respect of Subscribers having withdrawn at least 75% of their balance gratuity employees and forwarding them to HRMD-Leave section for recording in service sheets.
7.49.1.29	Online receipt of applications for payment of Gratuity.
7.49.1.30	Listing the recovery dues.
7.49.1.31	Calculation of eligible amount of gratuity payment, preparation of scrutiny note for sanction.
7.49.1.32	Maintaining details of payment after effecting recovery of dues and deduction of income-tax on taxable portion over the exemption limit. Compilation of data for transmission to Gratuity.



7.49.1.33	Trust for reimbursement to the Bank
7.49.1.34	Calculating Bank's Tax and Tax on Tax
7.49.1.35	Making IT payment before 7th of subsequent month.
7.49.1.36	Issue of Gratuity Certificates based on the request of the employees.
7.49.2	Terminal Benefit (Pension, Gratuity, Leave encashment, and PF) Management
7.49.2.1	Support Pension Calculation - Regular/Family Pension and Payment of Double Pension etc.
7.49.2.2	Support pension settlement and commutation calculation
7.49.2.3	Ability to intimate the employees three months before their retirement about PF, Gratuity and Pension claim forms etc. and ability to capture the required information online through employee self-service.
7.49.2.4	Support pension processing for pensioners
7.49.2.5	Support processing and approval of pension applications
7.49.2.6	Support to generate pension advices (first time pension settlement and also monthly pension payment)
7.49.2.7	Facility to generate pension register / certificate
7.49.2.8	Provision to maintain nominee details to facilitate pension settlement
7.49.2.9	Facility to store the details of family pensioners such as nature of relationship with the pensioner, family pensioner's date of birth etc.
7.49.2.10	Should be integrated with payroll system
7.49.2.11	Facility for accounting & recording/generating of instruments for payments
7.49.2.12	Facility to accommodate & calculate for revised pension as per Bipartite settlement & Bank Officer Service Regulations
7.49.2.13	Support earmarking lien on PF and gratuity payable to an employee
7.49.2.14	Support PF settlement process including generation of settlement sheets and relevant vouchers for accounting
7.49.2.15	Support VPF, percentage basis and amount basis
7.49.2.16	Support recording of the clearance from vigilance / audit / salary sections for PF claims
7.49.2.17	Provision for retention of PF amount after settlement of PF claim (in case the employee opt for the same)
7.49.2.18	Support payment of retention amount of PF as per user defined terms
7.49.2.19	Support PF loans processing separately for refundable loans and non-refundable withdrawal with a facility to confine number of sanctions. These details should be reflected in the employee's PF slip.
7.49.2.20	Support forfeiture of PF (Bank contribution) and gratuity to the extent of loss suffered by the Bank in case of dismissed employees.
7.49.2.21	Provision to be made in case PF is paying more interest than the govt. prescribed, so as to arrive at the taxable portion amount to be reckoned
7.49.2.22	Support to credit the amount of interest at prescribed rate to PF accounts (Half yearly, Quarterly or monthly) depending upon yield earned from investment in securities. The system should handle interest processing
7.49.2.23	Financial accounting of PF Trust: Reconciliation of bank account of the PF trust
7.49.2.24	Module for investment of funds of SPF, Pension, Gratuity
7.49.2.25	Generation of form M, L etc. to various labour authorities in respect of

	Gratuity payable/paid ; Calculation ,Sanction & Disbursal of Gratuity
7.49.2.26	Provision to generate data to be given to Actuary
7.49.2.27	Should incorporate the existing systems & procedures, regulations of each trust viz., Provident Fund, Pension Fund & Gratuity Fund including investments
7.49.2.28	Periodical interest calculation of P.F Temporary withdrawals & generation of interest notices, default notices etc.
7.49.2.29	Investment module should include pattern of investment as per Government Policy & MIS including yield on security wise, maturity wise, type of security wise etc.
7.49.2.30	Accounting module for PF, Pension and Gratuity including daily, quarterly, yearly Trial Balance, Balance Sheet and Profit & Loss Account, MIS etc.
7.49.2.31	Ex-Gratia payment to employees - Supporting Reports and Accounting
7.49.2.32	Facility to calculate revised pension for errors, if any.
7.49.2.33	Provision for restoration of commuted portion of pension
7.49.2.34	Generation of PPO
7.49.2.35	Payment of Interest to Reinstated / Missing employees
7.49.2.36	Calculation and Payment of Gratuity, Forfeiture of Gratuity and Reimbursement Details of Gratuity to controlling Offices
7.49.2.37	Final Monthly Tally program to Reconcile Statements, Withheld Amount, Transfer-in , Transfer-out etc. in respect of Own Contribution of Pf , Bank's contribution of Pf and VPF with actual amount in General Ledger
7.49.2.38	Segregation of Eligible Amount of VPF eligible for interest and amount ineligible for payment of interest.
7.49.2.39	Facility to transfer part amount of VPF to main amount eligible for interest.
7.49.2.40	Auto Reduction of Non-Refundable Withdrawal (NRW) from the Member's PF Contribution.
7.49.2.41	Provision to incorporate work allocation ( office order ) - officiating allowance
7.49.2.42	Aspects of PTS-off-rolls covered (PTS stands for Part Time Sweepers)
7.49.2.43	Supporting NPS (National Payment System) in respect of employees who have joined the Bank on or after 01.02.2010-Deduction of monthly contribution ,uploading of contribution to NSDL (CRA) infrastructure along with Bank contribution , generation of reports ,MIS etc.
7.49.2.44	Release of PF change on the property on closure of Housing Loan and non-refundable withdrawal or after settlement of Pf dues on cessation of service.
7.49.2.45	Processing/sanctioning of claims under various staff welfare schemes (27 schemes) at HO level, generation of vouchers & passing necessary accounting entries.
7.49.3	Pension Gratuity & PF
7.49.3.1	Support Terms & Conditions for Pension Payment and Calculation Process
7.49.3.2	Calculation of liabilities of employee.
7.49.3.3	Support pension calculation as per the rule of The Bank.
7.49.3.4	Pension payment of executives as per guidelines
7.49.3.5	Support pension settlement and commutation calculation Ability to intimate

	the employees three months before their retirement about PF, Gratuity and Pension claim forms etc.
7.49.3.6	Support for revision of DA and calculation of pension every Half Year - August & February.
7.49.3.7	Application of Family Pension.
7.49.3.8	Support calculation of Family Pension.
7.49.3.9	Support in linking / integrating pension with Income Tax Return - calculation of Tax
7.49.3.10	Support relating to returns relating to Pension payment
7.49.3.11	Welfare measures for pensioners - terms - application for facilities like medi-claim and others or user defined parameters
7.49.3.12	Eligibility and terms for payment and calculation of Ex-Gratia
7.49.3.13	Support for payment of Family Ex-Gratia
7.49.3.14	Details of provisional pension being paid
7.49.3.15	Pension Package interface with pensioners or Pensioners Self Service
7.49.3.16	Obtain Pension Slip, /PPO
7.49.3.17	Obtain details of Pension received financial year. Calculation of Tax by putting admissible deductions in Tax window
7.49.3.18	Update personal details i.e. address, Tel. No. etc.
7.49.3.19	Apply for admissible payment schemes.
7.49.3.20	Capability to allot PF Number to new employees and maintenance of PF accounts.
7.49.3.21	Mapping of PF accounts with Salary of respective staff members for credit of prescribed monthly contribution from salary
7.49.3.22	Support to credit the amount of interest at prescribed rate to PF accounts (Half Yearly, Quarterly or Monthly) depending upon yield earned from investment in securities. The system should handle interest processing
7.49.3.23	Generation of PF Statement on Half Yearly/ user defined basis.
7.49.3.24	Reconciliation of PF Trust Account with Bank account
7.49.3.25	Maintenance of record of nomination/amendment in nomination for PF, Gratuity etc.
7.49.3.26	Marking of lien on PF & Gratuity with reasons thereof.
7.49.3.27	Support PF settlement process including generation of settlement sheets and relevant vouchers for accounting
7.49.3.28	Support VPF, percentage basis and amount basis
7.49.3.29	Support online application for PF loans as per prescribed application forms (soft copy), processing of PF loan applications as per user defined parameters in respect of refundable loans/ non-refundable withdrawals.
7.49.3.30	Support online sanction of refundable loan/ non-refundable withdrawals by appropriate competent/ sanctioning authority.
7.49.3.31	Maintenance of Loan ledgers. Trigger for due dates on maturity of securities.
7.49.3.32	Support recording of the clearance from vigilance / audit /salary sections for PF claims
7.49.3.33	Support forfeiture of PF (Bank contribution) and gratuity to the extent of loss suffered by The Bank in case of dismissed employees.
7.49.3.34	Support giving effect of dismissal of employee to payment of PF amount.

7.49.3.35	Support calculation of Gratuity payable to employees on superannuation as per Rules & regulations of Gratuity Act as well as Service Regulations/ Bi-partite settlements.
7.49.3.36	Provision to be made in case if PF is paying more interest than the govt. prescribed, so as to arrive at the taxable portion amount to be reckoned
7.49.3.37	Financial accounting of PF Trust: Reconciliation of bank account of the PF trust
7.49.3.38	Generation of form M, L etc. to various labour authorities in respect of Gratuity payable/paid
7.49.3.39	Provision to generate data to be given to Actuary
7.49.3.40	Should incorporate the existing systems & procedures, regulations of each trust viz., Provident Fund, Pension Fund & Gratuity Fund including investments
7.49.3.41	Module for investment of funds of SPF, Pension, Gratuity
7.49.3.42	Investment module should include pattern of investment as per Government Policy & MIS including yield on security wise, maturity wise, type of security wise etc.
7.49.3.43	Accounting module for PF, Pension and Gratuity including daily, quarterly, yearly Trial Balance, Balance Sheet and Profit & Loss Account, MIS etc.
7.49.3.44	Capability to maintain records of Voluntary Retirement/ Resignation as follows as also on other user defined parameters - Rules/ Regulations/ Conditions applicable.
7.49.3.45	Format of the Note to be placed before the Competent Authority.
7.49.3.46	Letter to Regional Office/Circle after acceptance.
7.49.3.47	Capability to prepare - Retirement Letter.
7.49.3.48	List of Retired / VRS Employees on Annual/Half Yearly/Quarterly/ Monthly Basis. Date of superannuation wise Seniority List.
7.49.3.49	Register of VRS/ Resignations.
7.49.3.50	Claim Forms in respect of settlement of PF/BCPF/GF/ Pension
7.49.3.51	Guidelines for completion/ filling up of forms.
7.49.3.52	Capability to maintain / process deceased claims as follows as also on other user defined parameters -
7.49.3.53	Compassionate Appointments.
7.49.4	Ex-Gratia Payments
7.49.4.1	Capability to maintain - Rules & Guidelines
7.49.4.2	Relevant Forms.
7.49.4.3	Register
7.49.4.4	Provision for Gift in case of retirement as superannuation Maintenance of Group Savings Linked Insurance (GSLI) and other insurance schemes.
7.49.4.5	Recording Rules & regulations of GSLI Membership and Claims under the Policy.
7.49.4.6	Support credit of monthly premium to LIC as per category of employee after deduction of the same from their salary.
7.49.4.7	Lodgments of claim with LIC for saving portion in respect of retirees.
7.49.4.8	Support generation of GSLI Statement on half yearly/ user defined periodicity.
7.49.4.9	Support generation of required papers / documents for lodgment of GSLI claim in case of death of employee/ spouse.

7.49.4.10	Reconciliation of GSLI Account with Bank account
7.49.5	NEW PENSION SCHEME (NPS)
7.49.5.1	Covering of employees who joined after 01.04.2010 in New Pension Scheme as per requirement.
7.49.5.2	Keeping track of PRAN Accounts opened with NSDL
7.49.5.3	Transferring of monthly contribution under NPS to NSDL for PRAN holders.
7.49.5.4	Reminder to non PRAN holders for submission of Subscriber Registration Form Calculation of arrears, if any.
7.49.5.5	Notification should be generated by the system in case a PRAN holder employee resigns, and appropriate shifting of PRAN.
7.49.5.6	Provision for interest calculation of funds, not transferred to NSDL.
<b>Work Sheet Total</b>	<b>Terminal Benefits + Separations</b>

Sl No.	General Specification
1	The solution should be under OPEX/hosted model, the selected Bidder is responsible for providing required hardware, software, license, security, Bandwidth, hosting space, power cooling, cabling, manpower etc. The bidder should not use End of life equipment, license and software as a part of solution.
2	The solution should be hosted in MEITY approved service provider.
3	The Infrastructure should have high availability architecture and also the data centers should be in different seismic zones within India.
4	The data should reside within India.
5	All the data in transit and data at rest should be encrypted.
6	The selected bidder should ensure all the cyber security for the hosted infrastructure such as Anti malware, Intrusion prevention system, Firewall, Anti APT, Anti DDoS, sandboxing, Web application firewall etc.
7	The solution should have dual factor authentication for all the users. The solution should have facility to self-service password reset.
8	The solution should have concurrency of at least 1:10 at any point of time.
9	The bidder should provide storage space of at least 1GB per user for storing document such as investment proof, investment declaration, ITR, Travel, medical bills etc.
10	The selected bidder should ensure that backup of data is taken regularly.
10	The solution should be accessible through web browser such as Microsoft edge, Google chrome, safari etc.
11	The bidder should provide mobile application for IOS and Android for all the staff members.
12	The solution should have three-tier architecture with separate WEB, APP & DB.
13	The solution should ensure strong password protection (Atleast 8 alpha numeric characters)
14	The Selected bidder should provide help desk for general users and HR administrator from 9.00 AM to 9.00 PM on all working days of the Bank. The help desk should be in the form of Toll free number and e-mail.
15	The solution should be Bandwidth efficient, user friendly, interactive with minimum response time. The selected bidder should have sufficient LAN & WAN Bandwidth, compute, memory and storage capacity to provide minimum response time.

16	The selected bidder should handover the complete data pertaining to Bank after completion of contract period or upon termination.
17	The selected bidder should conduct vulnerability assessment and penetration testing (VAPT) of their infrastructure through CERT-IN empaneled vendors and mitigate the vulnerabilities if any. The report has to be submitted to the Bank for each year.
18	The software should be bug free without any back door to the hacker and The selected bidder should submit the code audit report as and when changes are carried out in the software.
19	The application should be accessible within India.
20	MIS reports should be available on demand for various combinations such as leave, training, payroll, Tax, scale wise staff strength, date of retirement Branch wise, RO wise and Bank as a whole.
21	The Software should have self-service facility for uploading documents such as investment proof, transfer request, training request, Medical bills, Travel, Boarding and Lodging bills for each employee.

**Annexure-10**  
**Scope of Work**

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**

**Ref: Your RFP 02/2022-23 dated 29/07/2022**

**The Detailed Scope of Work and Various Modules required for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model is given below:**

<b>S No</b>	<b>Particulars</b>
<b>1.0</b>	<b>Employee Record Management</b>
1.1	The system should record basic Master Data for an Employee in the Database for following areas along with all related and incidental information which contains at least the following (data fields should be configurable to include drop down lists and logic to assist with rapid fill techniques):
1.2	PF/Staff Number. Provision to show permanent/probationary employee.
1.3	The system should record details of spouse - name, name of the organization the spouse is working with, type of organization (state government, central government, public sector, private sector, local body, own, not employed) and is the spouse liable for transfer or not.
1.4	The system should record details of the dependents including relationship, their date of birth, monthly income/pension amount.
1.5	The system should record details of the employee in the service of Bank such as
1.5.1	Ø Employee Name
1.5.2	Ø Employee Code
1.5.3	Ø Employee Short Name
1.5.4	Ø Employee maiden name
1.5.5	Ø Employee Unique Identification Number (UIN)
1.5.6	Ø Father's name
1.5.7	Ø Mother's name
1.5.8	Ø Spouse name
1.5.9	Ø Spouse Income
1.5.10	Ø Details of spouse religion
1.5.11	Ø Health data
1.5.12	Ø Blood group
1.5.13	Ø Identification marks



1.5.14	Ø Email-ID
1.5.15	Ø Hometown
1.5.16	Ø Home state
1.5.17	Ø Dependent information
1.5.18	Ø Employee's photo,
1.5.19	Ø Emergency contact detail,
1.5.20	Ø Bank account information,
1.5.21	Ø Passport detail
1.5.22	Ø Visa detail,
1.5.23	Ø Power of Attorney category
1.5.24	Ø Specimen Signature Code
1.5.25	Ø Digital signature of the employee
1.5.26	Ø Branch/office where working
1.5.27	Ø Designation
1.5.28	Ø Relationship
1.5.29	Ø Permanent Address
1.5.30	Ø Address for Communication
1.5.31	Ø Phone Numbers / Contact Information
1.5.32	Ø Domicile city and state
1.5.33	Ø Date of birth
1.5.34	Ø Date of Joining
1.5.35	Ø Probation period
1.5.36	Ø Date of confirmation
1.5.37	Ø Gender
1.5.38	Ø Marital Status
1.5.39	Ø Position regarding CAIIB
1.5.40	Ø Religion
1.5.41	Ø Category (SC/ST/OBC/GENERAL)
1.5.42	Ø Details of caste/police verification

1.5.43	Ø Reminders and status etc.
1.5.44	Ø Cadre (General/special - IT, Law, Marketing etc.)
1.5.45	Ø Scanning and storing of Employee photo, Signature with unique signature id/Signing Power number
1.5.46	Ø PAN Number
1.5.47	Ø Educational Qualification should be bifurcated into two heads viz.
1.5.48	Ø Basic qualification
1.5.49	Ø Professional qualification
1.5.50	Ø Education Qualifications - should capture the details of name of the examination passed, university/Institute, month & year of passing, percentage of marks obtained, grade/class obtained.
1.5.51	Ø Qualification coding - academic, professional, banking etc. based on the examinations passed
1.5.52	Ø Previous employment details, Name of Organization, position held, Duration in Years & months
1.5.53	Ø Source of recruitment - directly, sports quota, compassionate ground, absorption into permanent staff etc.
1.5.54	Ø Additional responsibilities/special duties assigned in addition to job responsibilities
1.5.55	Ø Deputation, temporary transfers
1.5.56	Ø Date of Increment
1.5.57	Ø Date of joining in the present place of posting
1.5.58	Ø Major health problems with provision to capture the details of sickness
1.5.59	Ø Physical handicap status (nil/deaf/dumb/ortho/visually impaired etc.)
1.5.60	Ø Insurance details
1.5.61	Ø Details promotion (history) - Office Attendant to Office Assistant, Office Assistant to officer and scale (cadre) wise thereafter including details on individual promotion /batch promotion
1.5.62	Ø Date of Retirement, whether ex-serviceman or not
1.5.63	Ø The system should record Union Information (if applicable)
1.5.64	Ø Pension Optee details - PF optee/Pension Optee/New Pension Optee
1.5.65	Ø Membership to various schemes
1.5.66	Ø Status of the employee whether In service , Retired in due course etc.,
1.5.67	Ø Particulars of awards won
1.5.68	Ø Particulars of punishments if any, with the nature of punishment (major / minor) and a brief account of lapse
1.5.69	Ø In case of Office Attendant promote his/her Office Attendant employee code

1.6	Employee class such as
1.3.1	Ø Permanent employees
1.3.2	Ø Probationer
1.7	Full transfer history of employee including
1.4.1	Ø Name of the branch/office with branch type (Rural, Semi urban, Urban, P.T, Metro)
1.4.2	Ø Nature of transfer (policy/request transfer)
1.4.3	Ø Date of joining and date of relieving at different branches/offices
1.4.4	Ø Number of times transferred but cancelled / kept in abeyance
1.4.5	Ø Present place of posting including name of the Branch/office, Region, Present designation, Scale, Department, etc.
1.8	The system should be capable of maintaining the date of changes in the nature of branch (rural to semi urban, semi urban to urban, etc.) which impacts employee reimbursements and benefits.
1.9	Deputation particulars, if any
1.10	The system should record previous posting details in Bank
1.11	The system should record Date of termination/restoration
1.12	Languages known, with details of speak, read and write separately
1.13	Personal email addresses - the system should also be capable of intimating contact via this email address
1.14	The system should be able to track all stages of disciplinary actions. The system should record History of disciplinary actions against the employee including
1.12.1	Ø Date of charge,
1.12.2	Ø Nature of charge,
1.12.3	Ø Amount of financial loss to Bank,
1.12.4	Ø Date of punishment
1.12.5	Ø Nature of punishment.
1.15	The system should record History of trainings attended like name of the course, name of the Institution, month & year of training, duration of the course in days/weeks
1.16	The system should record Awards received by the employee including the name of the award, year of award, in which discipline/field and date of receipt of award
1.17	Facility to submit mandate for subscription of membership to any one union of their choice on monthly basis and multiple memberships to be allowed in case of subscription to SC/ST Welfare Association.
1.18	Any changes to employee data should automate intimation to the employees and appropriate HR person advising of the change.

1.19	Capability to parameterize maintenance of the personal information under various types.
1.20	Facility to maintain concurrent jobs for employees with additional responsibilities / special duties in addition to regular responsibilities
1.21	Capability to maintain various salary plans, salary grades, and salary steps and link it to the employees.
1.22	Capacity to handle performance based increments / incentives etc. including payments
1.23	Support maintenance of automatic release of time based increments, stagnation increments, FPA, PA etc.
1.24	Release of increments for qualifications acquired
1.25	Capacity to reduce the basic pay in case of any punishment and automatic restoration of the same after completion of the punishment period and maintain such records
1.26	Capability to carry out automatic salary processing either in case of time bound increments or merit linked increments and also to manually adjust the same based on predefined budgets / rating criteria
1.27	Capacity to provide data to Actuary to arrive The organization's future liability in connection with Gratuity Payment, Leave Encashment payment, Pension payment for employees now in service with additional information with regard to projected salary/leave balance for encashment
1.28	Capacity to provide data to Actuary to arrive at the organization's future liability in connection with Pension to
1.29	There should be provision to mention Power of Attorney category A, B, C, D
1.30	Flexibility of additionally capturing any information relating to employee at a later date
1.31	Provision to enter the data related to employees investments/Insurance policies/ income tax etc. at HO, using HRM admin credentials.
1.32	Data on allotment of Signing Power No to all Officers, with effect from date, reference and provision to enter date of suspension & date of restoration of Signing power.
1.33	Employee ID Generator with Suffix, Prefix and Number Generator.
1.34	Maintenance of details of I.D. cards issued to employees, updating/deletion on resignation, death, retirement, etc.
1.35	Online application for issue of ID card/up gradation on promotion/duplicate in case lost
1.36	Appreciation letter to be generated by Bank in case of additional qualification achieved by employee
1.37	Voter ID Number, Driving License Number.
1.38	Provision to enter outstanding achievements- with date, Branch/Office, particulars, performance, reference etc.,
1.39	Provisions for entering payment of mileage allowance & maintain all related data
1.40	Executive Information System
1.40.1	Support effective tools to access information with minimal complexity and should be an excellent decision enabling system by enabling consolidation of corporate information.

1.40.2	Support information retrieval and information consolidation on user-defined criteria across different modules/databases
1.40.3	Powerful drill down facilities to access information of the employees at various levels - to go from organization level to sub levels like HO level, Regional Office level and employee level
1.40.4	Provides for up-to-date employee information viewing at a given time
1.40.5	Views of information on user-defined criteria like
1.40.5.1	Ø date-wise
1.40.5.2	Ø category-wise
1.40.5.3	Ø qualification-wise
1.40.5.4	Ø experience-wise
1.40.5.5	Ø male-female
1.40.6	Generation of information & reports on user defined criteria and facility to export such information in .doc, .xlsx, .pdf formats.
1.40.7	Provision to define maximum and minimum values for a key indicator and provision of an alert when the value goes beyond the defined values
1.41	The system should allow uploading scanned copy of letters, documents etc. related to employee
1.42	The system should allow uploading files (documents, images etc) in various formats like .docx, .xlsx, .pdf, .jpeg, .jpg, .gif etc. The system should allow only HR Admin to upload the employee master from front end either individually or in bulk.
<b>Worksheet Total</b>	<b>Employee Record Management</b>

#### Functionality flow:-

- Only HR Admin/s shall enter the data either individually or bulk upload using spread sheet using mandatory maker - checker option.
- Only HR Admin/s shall be able to change the data as and when warranted using mandatory maker - checker option.
- Only the particular employee shall be able to view data apart from HR Admin.

S No	Particulars
2	<b>Performance Appraisal</b>
2.1	The system should support performance management tools such as
2.1.1	Ø Balanced Score Card
2.1.2	Ø 360 degree feedback for future requirements
2.1.3	Ø Tracking & reporting.
2.2	The system should record competencies and proficiency required for each job matching with the available competencies of employees. The system should make competency assessment on pre-designed metrics and should facilitate in all employee development initiatives like recruitment, training, succession planning, appraisals etc.
2.3	The system should be able to map the KRAs of the employee based on their present job posting. Business Targets/Non business targets specific to Branch, RO staff and HO staff should be acknowledged on the system.
2.4	The system should allow inclusion of weightages for each key parameter and points against each rating attained in the performance appraisal template.
2.5	The system should be able to generate online performance appraisal for the employee based on his cadre /job posting and agreed upon performance goals (at the beginning of the year) if any
2.6	The system should be able to map KPIs listed in the performance to the business and non-business reports (e.g. Advance, Deposits, recovery, compliance, etc.) for each staff in order to verify performance.
2.7	The system should support online secure access to both staff as well as the officers to complete performance self-appraisals.
2.8	The system should map appraiser and reviewing authority to each employee to facilitate appraisal process. The system should allow editing of the same in case of special circumstances
2.9	Facility to review set goals and change them during the performance year - particularly during transfer/promotion in the middle of the year.
2.10	The system should support online secure access to appraiser and reviewing authority to complete performance self-appraisals. The system should record and store any comments which should be viewable by the appraiser and their manager/s.
2.11	Provision for Unilateral Performance Appraisal.
2.12	The system should be able to calculate the total marks received based on the point rating and individual parameter weightages.
2.13	The system should have functionality to compare appraiser and reviewer ratings online.
2.14	Support generation of confirmation number for sign offs made by employee, appraiser and reviewing authority, in printable form stating the time and date of submission.
2.15	The system should be able to highlight appraisals to be placed before moderation committee in scenarios of rating mismatch between appraiser and Reviewer.

2.16	The system should be able to map the appraisals to the moderation committees specific to the cadre/grade of the employee
2.17	The system should support maintenance of history of performance appraisals and promotions.
2.18	The system should be able to identify list of employees whose promotion is dropped on account of last 3 years (or user defined period) performance ratings and track the same on a year on year basis.
2.19	The system should have direct integration to the training needs analysis which can be used as input in training calendar design as well as employee Nomination.
2.20	The system should support for generation of reminder letters / mails / workflows to the employees/ appraising authorities in case of non-submission of self- appraisals etc.
2.21	The system should support memo letters / mails / workflows to be issued to the employee in case of unsatisfactory performance (below average)
2.22	Support to generate defaulter's list and also acknowledge submission of performance appraisals
2.23	The system should have facility to release of increments for qualifications acquired and also for stagnation increments, FPA, PQA etc. and it should be integrated with the payroll module and other relevant modules.
2.24	The system should have facility to support generation of increments due for each month or for user defined period for employees - cadre wise/scale wise/ other user defined combination.
2.25	Performance Appraisal
2.25.1	Capability to create online Performance documents for employees depending on the cadre / grade in the organization
2.25.2	Facility to capture information of self-appraisal through Self Service Modules.
2.25.3	Ability to map the reporting officer for a given appraise officer
2.25.4	Support generation of system confirmation number for the appraisee, reporting officer in printable form, stating the date and time etc. of submission
2.25.5	Facility to appraise the performance online by the appraising officer and capture details as given by the appraising authority (reporting officer), reviewing Authority
2.25.6	Facility to attach different rating model (5 point scale, 7 point scale) depending upon the cadre / grade in the organization along with marks
2.25.7	Ability to define the period for which appraisal is being carried out (Monthly/Quarterly/Half yearly/Yearly etc.)
2.25.8	Support parameter wise ratings, final ratings, strengths / weakness and suggestions/recommendations for improvements by the appraising/reviewing authority / accepting authority.
2.25.9	Facility to consolidate the overall points and calculate an overall grade to the appraisee.
2.25.10	Support maintenance of history of performance appraisals
2.25.11	Support upload of a fixed format appraisal in case of non-connected branches/offices

2.25.12	Support to generate reminder letters / mails / workflows to the employees/ appraising authorities in case of non-submission of self-appraisals etc.
2.25.13	Support generation of printable list of outstanding appraisals for each reporting and reviewing officer and dispatch to concerned officer through letter/mail / workflow etc.
2.25.14	Support to generate defaulters list
2.25.15	Support memo letters / mails / workflows to be issued to the employee in case of unsatisfactory performance.
2.25.16	Provision for recording special appraisal during retirement review process.
2.25.17	Provision to provide feedback and accepting acknowledgement of feedback from staff members on submission of PARs.
2.27	Competency Mapping
2.24.1	Facility to create various competencies and categorize them into various competency types viz., Ability, Skill, Knowledge, etc.
2.24.2	Facility to create multiple rating models (evaluation scale) and attach the same to the competencies
2.24.3	Ability to define standard proficiency examples and benchmarks for the competency so selected and rating model attached
2.24.4	Ability to define roles in the organization (in terms of Position, Job Family, Job code, Job task)
2.24.5	Ability to link specific competencies to these roles and define minimum required proficiency to fulfill the requirements of these roles
2.24.6	Ability to define competency clusters (combination of multiple competencies of similar nature and its minimum proficiency requirement) and attach the same to roles.
2.24.7	Ability to classify the requirement of the competencies as -hiring related, -tenure related or -promotion related
2.24.8	Ability to assess the employee on the competencies required for his current job and planned jobs and update the actual proficiency on the competencies
2.24.9	Ability to capture the employees' interest level as well as the experience in usage of the acquired competencies
2.24.10	Ability to carry out a -Role to Person and -Person to Role match to identify employees' fitment to roles.
2.24.11	Map competency that employees gain from completing a course completed or training program attended and provide for automatic updation of employee competency inventory (from training module)
2.28	Capability to create online Performance documents for employees depending on the cadre / grade in the organization
2.29	Facility to capture information of self-appraisal
2.30	Facility for self-appraisal as well as superior's appraisal
2.31	Facility to have 360 degree appraisal
2.32	Ability to include the name of the employee in the training program in respective area based on the training needs of the employee as envisaged



	from the appraisal
2.33	Capture the details of assets & liabilities as furnished by the officers at the end of every year
2.34	Support maintenance of history of assets & liabilities details furnished by officers
2.35	Support to generate list of officers defaulted from submitting the statement and provision to generate reminder letters to the officers
2.36	Support generation of all related report and facility for dynamic query utilities
2.37	There should be provision to get acknowledgement to staff members on submission of Performance Appraisal and Assets and Liabilities statement.
2.38	Performance Appraisal and Increments, asset and liabilities statement Management (Part of Career & Succession Planning)
2.39	Capability to create online Performance documents for employees depending on the cadre/grade in the organization
2.40	Ability to draw a Performance Matrix/ Job Matrix and map Key Responsibility Areas for each employee (individual goal setting) position in the institution based on the Matrix.
2.41	Ability to design the Matrix based on behavioral and technical (functional) competencies for each cadre / grade in the organization.
2.42	Facility to review the Goals set earlier and changes them during the performance period with adequate rights i.e. Both employee and reviewer should mutually agree for the change the preset goals which should get recorded in the system - to be linked with transfer/ change of role.
2.43	Ability to maintain past Annual Appraisal reports on scanned format or through templates with feature to record quantitative score in separate field for making calculations etc.
2.44	Display of full/partial APAR employees. Communication of APAR to employees.
2.45	System of appeal against the ratings/comments given in the APAR to the employee and its grievance redressal mechanism.
2.46	Capability for moderation of the marks by the Moderation Committee awarded by Reporting/ Review Authorities
2.47	Performance appraisal for Office Assistant, Office Attendant - not self should be filled by Branch Head) - Format for Office Assistant, Office Attendant as defined by the Bank
<b>Work sheet Total</b>	<b>Performance Appraisal</b>

**Performance Appraisal - Work flow.**

Sl No.	Category of Employee/Officers	Reporting Authority	Reviewing Authority
	<b><u>Branches</u></b>		
1	Office Assistants at Branches headed by Scale I & II	Branch Manager	Senior Manager (PHRD) at RO
2	Officers in Branches headed by Scale I & II	Branch Manager	Regional Manager
3	Branch Managers in Scale I & Scale II	Senior Manager (PHRD) at RO	Regional Manager
4	Branch Manager Scale III	Regional Manager	General Manager at HO
5	Branch Manager Scale IV	Regional Manager (AGM)/ General Manager (In case RM is Scale IV)	General Manager at HO/Chairman
6	Branch Manager Scale V	General Manager	Chairman
7	Staff at Scale IV headed Branches who are Officers and Office Assistants	Section Head at Branch/Chief Manager (In absence of Section officers)	Chief Manager/Regional Manager
8	Staff at scale III Branches who are Officers and Office Assistants	Branch Manager/Section Head at Branch	Senior Manager/Regional Manager
	<b><u>Regional Office</u></b>		
1	Office Assistants	Senior Manager	Regional Manager
2	Officers in Scale I & II	Senior Manager	Regional Manager
3	Senior Managers	Regional Manager	General Manager
4	Regional Manager	General Manager	Chairman
	<b><u>Head Office</u></b>		
1	Office Assistant (M), Officers in Scale I	Manager/Senior Manager of the	Chief Manager

		Division	
2	Officers in Scale II	Senior Manager of the Division/Chief Manager	General Manager
3	Senior Managers	Chief Manager/AGM of the Division	General Manager
4	Chief Managers	General Manager @ HO	Chairman
5	Assistant General Manager	General Manager @ HO	Chairman
	<b>Deputed staff to RBTC</b>		
1	Officer deputed to RBTC	Director RBTC	Chief Manager PHRD
2	Director, RBTC	Chief Manager PHRD	General Manager

S NO	Particulars
3	<b>Transfer &amp; Promotions</b>
3.1	The system should have automation of transfer process and related workflow with facility to configure rules. Transfer details shall include Transfer Request entry, acknowledgement entry, Place of Request, Transferee Branch, proceedings, relieving Date, Reporting date, date of taking charge , to record details of discrepancies noted while taking over the charge and generation of various related reports, details of Temporary transfer etc.
3.2	The system should have facility for Transfer/redeployment of officers based on requirement/sanction strength of different regions
3.3	The system should maintain full transfer history of employee including name of the branch/office with branch type (rural, urban, semi-urban, metro) , region wise (surplus/deficit) region wise (within region/ out of region transfer), date of joining, date of relieving etc.
3.4	The system should be capable of maintaining the date of changes in the nature of branch (rural to semi urban, semi urban to urban, etc.) which impacts employee service history and promotions
3.5	Should maintain number of transfer requests rejected, number of transfer requests/rejections upheld and reason for the same etc.
3.6	The system should identify vacancy posts identified as per Manpower Plan to be filled through internal transfers
3.7	The system should generate proposed transfer list on employee seniority levels for transfer based on user defined criteria - such as completion of tenure in specific RO/2-3 years in deficit area/surplus area, transfer on promotion etc. as per the Bank's policy
3.8	The system should prioritize transfer/redeployment of employees based on their specialization and expertise in a particular area drawn from the performance appraisal reports
3.9	Maintain transfer posting information on employee promotion
3.10	The system should maintain temporary transfer/transfer abeyance on compassionate grounds/bank exigencies/spouse transfer and also generate report on over-due cases
3.11	The system should facilitate logging of employee transfer request which should follow the automated workflow for sanction if any, from the competent authority
3.12	The system should generate transfer orders to be issued to the present posting controlling authority (Regional Manager/Dept. Head) to initiate relieving process
3.13	The system should support online updation of joining details from the new place of posting
3.14	The system should track relieving /joining delays and generate reminder letters for the controlling authorities to follow up on the transfer implementation
3.15	Recording handing over and taking over charge of branch/office with provision to record remarks (if any)
3.16	Linkage of transfer type to transfer specific allowances for auto incorporation in the payroll

3.17	The system should be able to track the details of employees on deputation within/outside the bank (date of deputation, period of deputation etc.)
3.18	Should create standard career paths in the organization in terms of various possible moves from the current level / grade in the organization
3.19	The system should support full promotion processes from any to any cadre.
3.20	The system should allow defining promotion eligibility criteria for each grade based on tenure, tenure in a specific posting (rural/semi urban), specific qualification completed, performance appraisal ratings for the past years etc. It should support relaxation for JAIIB/CAIIB once in the service
3.21	Should define additional rules specific to service in terms of suspensions, disciplinary actions.
3.22	The system should support preparation of lists of eligible candidates based on user-defined criteria
3.23	The system should support inviting applications from eligible candidates and evaluate the details. It should include option for relaxation of eligibility criteria
3.24	The system should allow defining rules on % of vacancies to be filled through normal track and fast track. Based on the calculated positions, it should generate number of employees to be shortlisted as per policy norms
3.25	The system should support preparation of lists for Normal Track and Fast Track and issue of call letters for interview/written test in specified formats
3.26	The system should facilitate online capturing of shortlisted employee's (of specific scales) willingness to participate in the promotion process
3.27	The system should capture marks for written test and generate merit lists.
3.28	The system should capture interview performance and generate list of candidates selected for promotion based on the user-defined criteria and category-wise (like general, SC/ST, OBC etc.)
3.29	The system should be able to calculate total score of the eligible employees based on predefined weightages to written test score, interview performance and appraisal ratings.
3.30	The system should support obtaining clearance from departments like audit, vigilance etc.
3.31	The system should support preparation of seniority list/ merit list / waiting list / empaneled list etc.
3.32	The system should intimate employees of promotion / rejection through mail / workflow / letters (call letter, promotion letter, rejection letter etc)
3.33	The system should support advising salary fitment on promotion. The fitment made should automatically go to payroll module.
3.34	The system should have functionality of issuance of posting orders on promotion and updating promotion/posting details of employees
3.35	The system should store all the information related to promotion refusal/reversion and thereto issue necessary letters to candidates who refused promotion indicating the consequences like barring to participate in next process etc.
3.36	The system should maintain and track retirements, resignations, other vacancy positions
3.37	The system should update employee profiles on the promotion and new place of posting/rejections/promotion refusal etc.

3.38	The system should have the capability to handle backdated promotions with duesanction workflows as per policy
3.39	The system should be able to generate reports on shortlisted employees, employees attending written tests/interviews, Test/Interview scores, grade wise/category wise promotions made, out of turn promotions, promotion refusals with reason
3.40	The system should maintain resource profiles available with the Bank (like specialist officers, faculty, IT Officers, ZCCs, Credit officers, Law officers, Marketing officers).
3.41	The system should maintain details of the allocation of resources at various critical departments
3.42	Transfer process
3.42.1	Provision to enter previous placement (transfer history) record, from, to, date, worked branch/office, request, general Transfer/ Deputation / Attachment record maintenance.
3.42.2	Maintenance of complete history of employee transfers since his recruitment
3.42.3	Identification of vacancies and preparation of transfer list based on the user defined criteria - e.g. Officers who completed 3 years at one place/region etc.
3.42.4	Transfer/redeployment / deputation / attachment of officers based on requirement/sanction strength of different regions including appeal against transfers
3.42.5	Transfer/redeployment of officers based on their specialization and expertise in any particular area.
3.42.6	Maintenance of request transfer registers for officers and subordinate / Office Assistant staff separately and facility to generate list of eligible candidates for transfers based on criteria fixed.
3.42.7	Provision to generate employees who have requested for a given town with special weightage for user defined criteria. Cancellation of request of the employee as per the option of the employee
3.42.8	Updation of the request entry once the same is considered and order is issued
3.42.9	Posting / transfer of officers upon employee's promotions
3.42.10	Maintenance of records for officers transferred to hardship centers and also officers to be transferred back to preferred centres on completion of required tenure at hardship centres.
3.42.11	Maintenance of transfer records of specialist transfer, identification of vacancies and issue of transfer orders based on the recommendations received from the respective specialist departments
3.42.12	Maintenance of transfer diary request transfers
3.42.13	Provision to maintain transfer details on special circumstances like compassionate / health grounds and generation of details of compassionate / health grounds and generation of overdue cases
3.42.14	Support online updation of relevant particulars (e.g. date of relieving etc.) of the employee by the relieving branch to the joining branch. The joining branch will provide a second online update for joining particulars / new Departments etc.

3.42.15	Provision to record the transfer orders cancelled/ deferred/ modified and follow up with the respective Regional offices for implementation
3.42.16	Provision to record Reliving & reporting dates including extensions.
3.42.17	Provide transfer / promotion / confirmation history of employees.
3.42.18	Generation of all related reports and also dynamic query facility.
3.42.19	The system should be able to track the details of employees deputation
3.42.20	The System should be able to review employees' qualifications and skills to identify the best qualified candidate to send on deputation.
3.42.21	Provision to maintain the details of verbal communications between HR employees and prospective transferee employees during transfer exercise.
3.42.22	Provision for recording inter-departmental transfer within the same branch.
3.42.23	Maintaining records of attachment of officers with outside agencies such as Name of organizations, tenure of appointment, start date, end date, brief T&C, etc.
3.42.24	Maintaining similar records of officers on deputation
3.42.25	Alert one week before date of relieving / end of tenure.
3.42.26	Provision to track manpower / transfer details for reserved categories (SC/ST/OBC etc.)
3.42.27	Transfers / Postings Management
3.42.28	Maintenance of exemptions given in transfers with a facility to record the reasons for the same
3.42.29	Provision to record Transfer Grievances
3.43	Promotions - Career and Succession Planning and IRP Division
3.43.1	Support full promotion processes from Office Attendant to Office Assistant, Office Assistant to officer and from one scale to another amongst officer/executive cadres. Capturing the channel of promotion - Fast Track/Normal.
3.43.2	Eligible candidate list for promotion both under normal channel and fast track channel. System should be able to capture required eligibility norms as per Govt. guidelines to identify employees for fast track and normal channel. Provision to get tabulated average of last specified number of years OPAS/Half yearly performance report marks. Origination of call letters with system generated roll numbers with the pattern followed by the Bank. To capture details like date, Grade/Scale, fixation of new pay etc.
3.43.3	System should support Online application for promotions.
3.43.4	System should have ability to support employee deputation to other organizations and there should be online forms available to capture and maintain such details
3.43.5	Ability to define grade advancements within a level on the basis of time based as well as merit based criteria
3.43.6	Ability to define the rules for promotion eligibility in terms of tenure, consistent achievement of high performance grades, etc.
3.43.7	Ability to define additional rules specific to service in terms of suspensions,

	disciplinary actions
3.43.8	Provision to give consent in electronic mode, which can be uploaded
3.43.9	Provision to enter the consent received in physical format
3.43.10	The entry module should have all validations such as length of service, relaxation for certain category of employees, age factor, qualification, disqualification etc.
3.43.11	Facility to store data related to conducting written tests, interviews etc. for the employees identified as a part of the eligibility list
3.43.12	Ability to generate the roll number for the test based on certain pre-defined rules.
3.43.13	Ability to define out of turn promotions
3.43.14	Ability to capture the list of candidates attended the test
3.43.15	Ability to capture results of written test, interview evaluation and preparation of merit list of employees for promotion
3.43.16	Ability to calculate the marks to be given to each eligible candidate under various parameters like, service, qualification, previous tests qualified etc., with a cap on each such parameter
3.43.17	Facility to intimate employees of promotion / rejection through mail / letters/mobile etc.
3.43.18	Maintenance of employees who got through the test and could not come within the ranking list.
3.43.19	Arriving at the final select list taking in to consideration Government guideline with regard to reserved category candidates who are falling within the region of consideration
3.43.20	Facility to create a waiting list of employees for promotions under different channels / category
3.43.21	Facility to create offer letter on promotion
3.43.22	Ability to update promotion/Posting details
3.43.23	Facility for issuance of letters to unsuccessful candidates including the details of marks obtained by them and their eligibility to participate in the next promotion process
3.43.24	Issuance of posting orders on promotion and updating promotion / posting details of employees
3.43.25	Keeping track on promotion refusal / degradation
3.43.26	Support issue of letters to candidates who refused promotion indicating the consequences like barring to participate in the next process etc.
3.43.27	Sending promotion intimation letter with fitment
3.43.28	Arriving at the final select list who are falling within the Z.O.C. also including the benefits of Z.O.C. for SC/ST candidates.
3.43.29	Support issue letters to candidates who refused promotion/not attended interview etc.
3.43.30	Ability to update promotion/reporting position of promotes etc.
3.43.31	Provide transfer / promotion / confirmation history of employees. Provision to track manpower / transfer details for reserved categories (SC/ST/OBC etc.)



3.44	Promotions - Career and Succession Planning
3.44.1	Support full promotion processes from Office Attendant to Office Assistant, Office Assistant to officer and from one scale to another amongst officer/executive cadres
3.44.2	Facility to store data related to conducting written tests, interviews etc. for the employees identified as a part of the eligibility list
3.44.3	Ability to do salary fitment on promotion.
3.44.4	Capability to handle Back Dated promotions with respective promotion policy.
3.44.5	Generate letters for appointment of interview committee.
3.44.6	Ability to update promotion/reporting position of promotees etc.
3.44.7	Generate letters for appointment of interview committee.
3.45	Promotions - Career Planning
3.45.1	Facility to store data related to conducting interviews etc. for the employees identified as a part of the eligibility list
3.45.2	Posting details of employees
3.45.3	Vacancy assessment for all types of services
3.45.4	Capturing the details of interview committee members
3.45.5	Capture details of Switchover / Promotion
3.45.6	Capture details of Personal Promotion
3.45.7	Capture details of Assured Personal Promotion
3.45.8	Competency Assessment and Potential Appraisal
3.45.9	Recording of competencies and proficiency required for each job matching with the available competencies of employees.
3.45.10	The system should make competency assessment on pre-designed metrics and should facilitate in employee development initiatives.
3.45.11	The system should enable an organization to improve and leverage the knowledge, skills, and abilities of the workforce.
3.45.12	The system should facilitate managers to use competency data for recruiting, performance and development, training and succession planning activities.
3.45.13	To assess adequate Staff Officer, Award in an Office/ Department/ Branch in accordance with approved policies and user defined parameters.
3.45.14	Generation of appraisal reports on confirmation
3.46	Seniority Lists
3.46.1	System should be able to give details on the seniority list of Group A, Group B and Group C. Seniority meaning the employee who is working for a longer time than his colleagues in a particular grade.
3.46.2	Ability to maintain and generate seniority of employees of different grades and cadres based on certain criteria like

3.46.3	Ø Promotion (Special / Reserved Category)
3.46.4	Ø Switch-over from category
3.46.5	Disciplinary Action (Fixation of seniority should be based on user defined criteria and provision for manual intervention to fix seniority should be available)
3.46.6	Ability to generate combined seniority lists
3.46.7	Ability to generate seniority lists on the basis of different parameters viz., Interview ratings, performance appraisal ratings, cadre entry date and date of birth.
3.46.8	Using the seniority lists for promotion exercises. Generation of main list and contingency lists. Again, this is a report program.
3.46.9	Ability to change seniority due to:
3.46.10	Ø Promotion (special/reserved class etc.)
3.46.11	Ø Switch-over from category
3.46.12	Ø Disciplinary action
3.46.13	Ø Retirement/resignation/dismissal from the service
3.46.14	Ø Fresh appointment
3.46.15	Preparation & Maintenance of Rosters for recruitment , for promotions - for Office Assistants ,Office Attendant ,PTS separately
3.46.16	Roster for officers/Employees
<b>Work Sheet Total</b>	<b>Transfers &amp; Promotions</b>

S No.	Particulars
4	<b>Payroll - Comprehensive payroll management system which should include all the functions mentioned below but not limited to:</b>
4.1	Capability to maintain a single central payroll repository and be able to run and access payroll from any location in a centralized system to generate salary of all the employees. The salary is determined by bipartite settlement and varies as and when revision is implemented.
4.2	The dearness allowance is a variable and is determined by the living index declared by the Govt. of India from time to time. HRA & CCA calculation as per the percentage and location/center. All other allowances to be included.
4.3	Provision to deduct various deduction including income tax at source/loan/installments/other recoveries, salary deduction for absence without leaves/half pay leaves, provision of special allowances, increments for professional qualification, Graduation pay, stagnation increments etc. Details of membership in various trade unions, deduction membership fees. Details on insurance and its deduction loans (No, amount, Installment Balance), Festival advance (sanction, deduction, balance), EPF, GSLI, Society loan etc. Increments and generation increment sanctions, increments automatic and manual, generation of salary statement branch wise, head wise and individual salary slips, accounting, etc.
4.4	Facility to upload data history from existing system for a number of years/months as decided by the Bank and its updating
4.5	Support configuration and parameterization of different pay components including facility to add / modify / delete pay components
4.6	Ability to make changes to rules, tax updates etc. without any code programming
4.7	Capability to run multiple payrolls in a single instance
4.8	Support to define pay structure at various levels
4.9	Support calculation of different allowances based on user defined criteria like Single Window allowance, Driver Allowance etc.
4.10	Capability to arrive at outer limit of salary for a given employee and check for variation beyond certain user defined percentage and generation of exception report on such occurrence
4.11	Ability to define various pay elements like earnings and deductions using a rules based framework
4.12	Maintenance of slab wise details for Basic, DA, HRA, Income Tax, Professional Tax etc.
4.13	Capability to group individual earning and deductions and link them to employees as per their eligibilities
4.14	Ability to run separate payrolls for different categories of Staff such as Officers, Office Assistants sub staff etc. depending on the eligibilities and rules applicable for each category
4.15	Support final settlement of salary based on attendance marked, any other due etc. for the employee who have resigned/retired/deceased
4.16	Ability to support multiple reruns, if necessary, after resetting, before final payroll generation
4.17	Support main, supplementary and partial payroll run

4.18	Support Bipartite Settlements/salary/allowances revision arrears calculation.
4.19	Ability to modify through front-end changes brought in by Bipartite settlements.
4.20	Audit trails to capture batch modifications to employee payroll Information
4.21	Support to view pay details of current month, pay history, net amount paid, unpaid deductions - employee wise and month wise, financial year Wise
4.22	Capability to define various formulae and ability to link them to other calculation formulae / elements such that when there is a rule change only the component which has undergone a change will be effected
4.23	Capability to enter formulae not as a code but as a rule using a GUI based screen such that the code is system generated. System also to have a syntax checker and auto validate formulae options
4.24	Facility to indicate taxable earnings, deduction priority, carryover and partial recovery
4.25	Monthly salary payment calculations and generation of related reports, salary slips, deduction lists, vouchers, tax challans etc. (as per the user- defined criteria like for a branch/ Region etc.)
4.26	Pay fixation for all cadres on promotion
4.27	Facility to maintain tax rates, standard deduction, investment, rebate, notional rent, perquisites, like furniture and accommodation etc.
4.28	Professional tax deductions with exemptions, arrears and generation of related reports and challans.
4.29	Calculation of income tax as per rate slabs & standing instructions.
4.30	Facility to provide investment declaration form in electronic format. The employee will be required to fill and submit the form electronically so as to automatically updation of salary record and tax calculation by the system
4.31	Generation of all types of statutory reports of taxes like Form 16 and Form 24 in the user defined format (16AA, 12BA AND 27A )
4.32	Generation of employee's individual tax return
4.33	Generation of ETDS data
4.34	Tax rules should be configurable without any additional cost
4.35	Calculation of income tax forecast for each employee based on the employee declaration of savings etc.
4.36	Facility to allow income tax exemption & deductions Support calculations of loss of pay, half pay, strike cut etc. and consequent adjustment in income tax payment etc.
4.37	Provision to recover other charges as defined and configured by the user
4.38	Support leave encashment on LFC and also on retirement with consequent tax adjustments
4.39	Release of festival advance and other advances (user defined) against salary. Employee wise recovery position, recovery list and outstanding balances list - month wise or as user defined
4.40	Support calculation and payment of arrear/bonus with consequent tax adjustments and retrospective benefits.

4.41	Payment of medical allowances, recovery and taxation (if any) thereon
4.42	Support calculation and payment of incremental arrears with consequent tax adjustments
4.43	Support calculation and payment of salary arrears as per the industry level settlements with tax adjustments
4.44	Support payment of arrears calculated in user defined installments or in lump sum
4.45	Support payment of subsistence allowance in case of suspended employees and facility for rephasing various staff loans when on loss of pay and suspension
4.46	Support reimbursement with regard to conveyance, medical (normal & hospitalization) Payment of deputation allowance
4.47	Support creation of PF enrolments, nominations and deduction of Employee contributions to PF and Additional EPF
4.48	Support calculation of Employer contributions to PF including both EPF and FPF part (if applicable)
4.49	Support maintenance of accounting entries for salary payments and related books of accounts, registers. Generation of month wise, quarter wise, half year and year wise statement of accounts
4.50	Support salary credit to staff current or saving accounts through an export file. (All the cost must be quoted on the basis of three years comprehensive warranty).
4.51	Support creation of an export file in a pre-determined format for salary and / or other payments to employees.
4.52	Monthly balance and half yearly balance position of various accounts related to payroll
4.53	Facility to calculate Bonus payable projections for a given period
4.54	Facility to adjust following types of employee leave with the payroll
4.54.1	Ø Casual Leave
4.54.2	Ø Ordinary (earned) Leave/ Privilege Leave
4.54.3	Ø Sick Leave
4.54.4	Ø Maternity Leave
4.54.5	Ø Special Leave
4.54.6	Ø Special Casual Leave in lieu of joining time
4.54.7	Ø Absence without leave
4.54.8	Ø Sports related leave
4.54.9	Ø On duty leave
4.54.10	Ø Extra-ordinary
4.55	Facility for automatic Voucher generation for tax calculation.

4.56	Online page to enable each employee to view/print his pay slip/income tax estimation.
4.57	Facility for online investment declaration.
4.58	Facility for employee to enroll for various HRA options like Normal HRA, Capital Cost HRA and Rent reimbursement
4.59	Facility for employee to enroll for various PF and Pension options like Regular Pension, Contributory pension.
4.60	Facility for various loan deductions through salary like Housing loan, Vehicle loan, personal loan, Festival advance
4.61	Facility for society subscription deduction, group insurance, LIC premiums, Union fee deduction through salary
4.62	Facility for calculation and payment of officiating allowance and temporary special pay as per no. of days that employee has officiated
4.63	Facility for Normal leave encashment and retirement leave encashment and its linkage directly to salary
4.64	Facility to generate single file to upload in CBS for salary, loans and PF.
4.65	The system should be able to define multiple pay structures
4.66	The system should be able to define earning, deduction, contribution and provision heads for each pay structure
4.67	Option to enter DA parameters.
4.68	The system should perform tax computation and it should be handled as per Income Tax Act without any need for repeated manual calculations. The tax slabs, rates and surcharges should be maintained by the system and the tax should be computed automatically.
4.69	Should handle unlimited number of allowances, deductions. Should be able to configure characteristics for payment, taxability, computation and so on to suit Bank's requirements
4.70	Should compute various benefits provided to our employees such as Leave Travel Allowance, Medical Reimbursement, Medical Insurance, House Rent Allowance and other long term reimbursements and general expenses which can be customized as per requirement. Eligibility, computation and taxability should be considered.
4.71	Employees should readily be able to see the above mentioned details online along with their payroll details on their employee profile
4.72	The system should compute the Provident Fund, Contributions, Labour Welfare Fund and Professional Tax for all states where applicable at the correct frequency
4.73	The system should calculate Gratuity and superannuation for multiple trusts and user definable contributions.
4.74	The system should facilitate investment declaration e-form. The employee will be required to fill and submit the form electronically so as to automate updation of salary record and tax calculation
4.75	The system should give Statutory reports relating to PF, Pension, Income Tax, Profession Tax whether they are monthly, half yearly or annual should be available.

4.76	The system should be able to generate Tax Challan.
4.77	TDS report to be generated which is suitable for uploading in e-TDS portal.
4.78	The system should facilitate perquisite tax calculations and the reports
4.79	The system should provide an impact analysis tool for analysis of impact of salary revision
4.80	The system should support payment of salary to special appointees, temporary staff etc.
4.80.1	Ø Date wise statistics on Leave applications processed
4.80.2	Ø Month wise statistics on Leave application processed
4.80.3	Ø Details LTC more than 2 times during the TAX period
4.80.4	Ø PL / SL balance as on date
4.80.5	Ø LTC availed during a given period.
4.80.6	Ø Encashment of Privilege Leave
4.81	The system should be configuring various tax rules (e.g. Income tax, Professional taxes etc.), announced by Govt. from time to time.
4.82	The system should calculate and deduct Income tax, Professional tax etc., at the time of: Accrual and Payment.
4.83	The system should support for all statutory reports/tax returns, based on, but not limited to Classification of Taxes, Accounting entity, location/branch, state and nature of transaction (User modifiable format)
4.84	The system should support all types of report generation such as :
4.84.1	Ø Checklist summary of changes made in each payroll cycle
4.84.2	Ø Report on earnings and deductions employee wise/region wise
4.84.3	Ø Tracking report on challan submission, statutory returnssubmissions
4.84.4	Ø Annual claims and closure
4.84.5	Ø Loans and recovery status etc.
4.85	Establishment & Payroll
4.85.1	Provision to Manually adjust taxable earnings (in case of income from other sources, investments etc.)
4.85.2	Generation of month wise, quarter wise, half year and year wise statement of accounts.
4.85.3	Income tax & estimation reports should be generated on half yearly/user defined periodicity basis along with confirmation reports.
4.85.4	Addition/subtraction clause shall be included for pay elements i.e. special allowance.
4.85.5	Festival advance reports for individuals and department wise is required to be generated.
4.85.6	Increment processing & releasing of increment of employee to be made automatically. The system should also allow manual intervention if required.

4.85.7	Generation of perquisite calculation reports (PF loan, Car loan, OD)
4.85.8	Non-trust hospitalization avilment reports should be generated for tax calculations.
4.85.9	Establishment report to be generated half-yearly.
4.85.10	LFAR & Tax audit report to be generated on half yearly basis.
4.85.11	Facility for automatic Voucher generation for tax calculation.
4.85.12	Facility for generating Union/Welfare Associations/executives club membership details/records along with monthly subscription.
4.85.13	Facility for Generation of tax estimation report as and when required
4.85.14	Facility for Generation of Member wise festival advance report.
4.85.15	Facility for Generation of Leave Encashment report (Daily report and member wise report)
4.85.16	Facility for Incorporation of Addition / Subtraction facility for amount payable and amount recoverable.
4.85.17	Facility for perquisite calculations.
4.85.18	Facility for the generation of tax report for hospitalization against non-trust hospitals.
4.85.19	Increments, EB increments, sanction / restoration of increments/basic pay in punishment cases, shifting of the date of increment due to LOP etc., special increments for CAIIB /Graduation etc.
4.86	Salary attachment
4.86.1	Maintaining General & Member wise Registers.
4.86.2	Starting & stopping deduction.
4.86.3	Monthly deduction report Member wise & Member cum
4.86.4	Beneficiary wise
4.86.5	Capability to map with New Pension Scheme (NPS) w.e.f. 01.04.2017.
4.86.6	Calculation of Tax on Terminal Benefits/ Leave encashment.
4.86.7	Capability to calculate salary as per different dispensation as may be required till regulations are amended.
4.86.8	Facility to provide online application for the loan
4.86.9	Online approval/rejection of loan by the concerned official
4.86.10	Capturing of all types of loan details of an employee
4.86.11	Facility to update the details of the loan of the employees online or as and when such details are received from the branches/offices
4.86.12	Updation of rebate/deduction during recovery of loan and affecting the employee's tax accordingly
4.86.13	Maintenance of loan registers
4.86.14	Loan EMI deduction must be directly linked with monthly salary computation and with accounting books.



4.86.15	Details of indirect liabilities of employees and provision for updation
4.86.16	On line provision for application for NOC to avail loan under general public category from The Bank and other Banks and provision for note for approval from Competent Authority, generation of sanction/rejection letter.
4.86.17	Facility of various benefits after retirement should be possible through package.
4.86.18	Staff Welfare Schemes (Part of Establishment & pay roll)
4.86.19	Facility to apply/withdraw online by the employee to join various staff welfare scheme
4.86.20	Generation of relevant reports - Also downloadable in different formats like pdf, excel, word.
4.86.21	Payment of conveyance, entertainment, Newspapers Telephone and other expenses to staff
4.86.22	Maintenance of details of allowances paid to each employee month-wise bases on the application received
4.86.23	Online settlement of accounts of concerned officials and passing of necessary accounting entries to maintain related books of accounts
4.86.24	Availment: FY & Class.
4.86.25	Details of :
4.86.26	a) All availment of Health Check-up Date wise.
4.86.27	b) Availment of various scales and meters for various ailments
4.86.28	c) FY availment of various health schemes.
4.86.29	Income Tax. : Automatic calculation of IT on School/College Fee/Medical Reimbursement
4.86.30	Generating reports with some variable general columns like EMP NO./PFM NO. Name, Design, Department etc.)
4.86.31	Facility of Staff welfare scheme taxable
4.86.32	Sanction and disbursement of all bills should be centralized or decentralized as per the need of the bank.
4.86.33	Details of various scholarship schemes of The Bank Acceptance and processing of applications for grant of scholarships
4.86.34	Details of sanctioned scholarships and recording payments made Thereof
4.86.35	Generation of all relevant reports regarding scholarship in different formats like pdf, excel, word etc.
4.86.36	Information regarding-Officers claiming conveyance reimbursement on the basis of declaration, petrol/diesel/gas bills in respect of 4/2 wheelers owned by them
4.86.37	Reimbursement of expenses incurred for medical check-up.
4.86.38	Financial assistance to employees on LOP on account of major ailment/operation etc.
4.87	Salary.
4.86.1	Creation of user defined components of pay like Basic Pay,

4.86.2	Computation of the following items (based on the bi-partite settlements and instructions issued by bank) like:
4.86.2.1	Ø Pay elements applicable to staff
4.86.2.2	Ø DA on the components of pay as indicated above,
4.86.2.3	Ø Local Allowance / city compensatory allowance, House Rent Allowance as % of Basic Pay;
4.86.2.4	Ø Calculation of salary on the basis of pay components as indicated above giving effect to annual increments falling due in respective months, adjustment of salary on account of sick leave with half pay, extra ordinary leave without pay and allowances, revised pay on promotion, acquiring qualification of JAIIB/CAIIB/PhD.
4.87	Exceptions
4.87.1	Effecting various recoveries like :
4.87.1.1	Ø PF, APF
4.87.1.2	Ø House Rent, Lounge/Canteen subscription, medical premium, Group Life Insurance
4.87.1.3	Ø Statutory deductions - IT and Education Cess, Professional Tax etc.
4.87.1.4	Ø Subscriptions for associations/ sports clubs
4.87.1.5	Ø Installments of loans and advances granted to employees (like consumer, computer, festival, professional, flood relief, vehicle, housing including the interest on the loans, HPF RTA and other loans)
4.87.1.6	Ø Charges/court attachments
4.87.2	Availability of data uploads facility to upload historical salary data
4.87.3	Maintenance of slab wise details for statutory elements like :
4.87.3.1	Ø Income Tax,, PF/APF, Professional Tax state wise as well as user defined elements
4.87.3.2	Ø Calculation of pay elements for Leave encashment and report for IT calculations of the concerned employee - Link to Leave Administration
4.87.4	Maintaining information pertaining to investments made by the employee to avail of tax rebates based on statutory legislation-direct savings declaration
4.87.5	Generation of various reports/certificates (user defined format with reference number)
4.87.6	Support for major statutory reports
4.87.7	Calculation of tax on perquisites given to the employee
4.87.8	Calculation/ Recording of employees' perquisites and other information relevant in computing their tax liability as tax components
4.87.9	Defining the tax rules to determine employees' tax liability as per changes by the Central Govt./ local statutory legislation for arriving at the actual tax liability of employee
4.87.10	Automatic calculation and deduction of tax
4.87.11	Capability to provide tax patches /Form 24 Q patches to automatically take care of tax calculations on changes in tax laws

4.87.12	Projection of the tax liability of an employee for the period within a tax calendar and providing tax planners to the employee
4.87.13	Provision to record other table earnings (in case of income from other sources, investments)
4.87.14	Handling of exemptions and rebates as per the Income Tax Rules
4.87.15	Calculation of HRA rebate for income tax
4.87.16	Handling of exemptions and rebates LFC and medical exemptions as per IT Rules
4.87.17	The system should have the ability to take deductions in the current period or any pay period or periods selected, in any user defined frequency selected between user defined start and stop dates, until the limit is reached.
4.87.18	Maintaining the start and stop dates for deductions on the employee master file on user defined employee.
4.87.19	Facility to effect mass changes on deduction amounts, example staff welfare fund deduction, Subscriptions to Association/ Sports clubs
4.87.20	Reversal of deduction, to be included in next salary if incorrectly Withheld
4.87.21	Deduction of amounts is determined by amount of earnings, percent of Earnings
4.87.22	Prioritization of deduction based on the separate priority numbers allotted to the deductions (statutory/non-statutory)
4.87.23	Ability to be prompted by system when employee status changes on account of grade change / transfer
4.87.24	For each employee system should use Employee Master Data of HRMS for :-
4.87.24.1	Ø Name of employee PF Account No
4.87.24.2	Ø Employee No for salary purpose
4.87.24.3	Ø Office Code UIN
4.87.24.4	Ø Name of Father/Husband Date of birth
4.87.24.5	Ø Basic Pay
4.87.24.6	Ø Designation
4.87.24.7	Ø Date of joining service Month of Increment Option for pension
4.87.24.8	Ø Nomination details
4.87.24.9	Ø Name & Address of nominee
4.87.24.10	Ø Age of Nominee
4.87.24.11	Ø Other user defined fields
4.87.24.12	Ø Availability of mandatory forms and reports like the following but not limited to:
4.87.24.13	Ø IT declaration form/quarterly ETDS, salary certificate earnings /other income outside salary
4.87.24.14	Ø PF Form 3A Form 6A

4.87.24.15	Ø Form F7 Form F8
4.87.24.16	Ø Salary Register
4.87.24.17	Ø Leave Register Pay Slip
4.87.24.18	Ø Form 24Q - Quarterly returns Form 7 B
4.87.25	The system should have an online Investment Declaration Form
4.87.26	The system should have the ability to provide an online pay slip through Employee Self Service Module
4.87.27	The system should have the provision for generation of standard and ad-hoc salary reports
4.87.28	The system should have the provision for generating user defined Reports
4.87.29	Automatic update of salary database for changes in employee record without interfering with salary processing (e.g. promotions in the middle of month)
4.87.30	Automatic update of salary database when pay rate changes occur
4.87.31	The system should have the provision for back dated calculations and should have the provision to suspend salary runs (cases of salary not drawn). Provision for deletion/ disable of salary for chronic leave takers from the main salary. Facility to be provided to enter the details of the salary calculated and paid by ROs in such cases
4.87.32	The system should have the ability to reflect salary adjustments in correct pay period for overtime as well as leave adjustments
4.87.33	The system should have the ability to maintain the salary information i.e. record of all pay of all activity for each employee for a user specified Period
4.87.34	The system should have the ability to link with punishments i.e. Suspension should result in subsistence allowance (user defined)
4.87.35	The system should have the provision for arrears calculation on account of salary revision, refitment, reinstatement, retrospective release of increments/allowances
4.87.36	For retired employees: Provision for arrears calculation including gratuity, Calculation of Income Tax and Professional Tax during retirement
4.87.37	The facility to support provisions of IT as applicable to different financial Years
4.87.38	The facility to store the income tax computation of past 3 to 5 years data along with the current year
4.87.39	Facility to generate the statutory reports or user need based reports as and when required as per statute/as per user
4.87.40	Facility to download Form 24Q quarterly returns data and file the return manually with TIN facilitators. Various reports related to this module as per the requirement.
4.87.41	Facility to load the data manually where the corrections are needed or changes warranted
4.87.52	Facility to the individual returns online which may be provided through facilities with the TIN providers during the days to come
4.87.43	Provision to generate the following Income Tax related reports
4.87.44	Tax deducted for employee for given month Tax deducted for an employee (HO & RO wise) Income Tax declaration form
4.87.45	Rent paid details in Form 3

4.87.46	Other Income for Form 8(1) for deduction u/s 80DDB
4.87.47	Tax investment report year-wise TDS at source year-wise Annexure to form 12 C
4.87.48	Salary paid for full year (IT Review - Projection) Annexure 2 form No. 8E
4.87.49	Annexure 2 form No.8E Arrears or advance salary
4.87.50	Form for sending particulars of income u/s182 (2B) for year ending 31 March
4.87.51	Form 8 BA List of users
4.87.52	Tax deducted for the FY Yearly tax paid details
4.87.53	Form 24Q deduction details report Form 24Q salary details report Form 24Q section 8 report
4.87.54	Form 24Q section 16 report
4.87.55	Form 24Q perks report
4.87.56	Form 24Q section 80 report Form 24Q section 88 report Income Tax for FY
4.87.57	Provision to generate the following reports related to E-TDS Details of challans remitted
4.87.58	Particulars of deductees
4.87.59	Challan-wise reports (for particular challan with details of TDS remitted through that challan)
4.87.60	Reports 27 A - Report for filing of TDS returns Details of employees with PAN particulars
4.87.61	Details of salary particulars with investment / rebate details
4.87.62	Report on perquisite details paid to the employees
4.87.63	Provision to generate the following reports related to salary
4.87.64	Main salary report/ Pay-order for sanctions Component-wise details of main salary
4.87.65	Report on PF deductions recovered from the salary to be submitted to PF section
4.87.66	Report on various other recoveries deducted from the salary to be submitted to various sections
4.87.67	RO-wise report on society deductions recovered from the employees
4.87.68	Annual report on salary paid/establishment expenses component wise to be generated
4.87.69	Report of the members for all the unions/ societies
4.87.70	Report on quarters and HRR recovered from the salary
4.87.71	Administration of Group Saving Life Insurance
4.87.72	Enrolment of employee into the scheme - inclusion of new insurance Schemes
4.87.73	Recovery of monthly premium from salary - towards insurance schemes availed by employees

4.87.74	The system must capture at least following insurance details: Policy Number, Risk Covered, Name of the insurer, Period of insurance, Premium paid, Terminal value of settlement
4.87.75	Change in premium amount done based on change / revision in policyavailed
4.88	Salary attachment :
4.85.1	Provision of Suspending and Restoring deduction of particular order on receipt of another order.
4.89	The system should support creation and maintenance of the Bank's Branch master which can be directly linked to the payroll
4.90	The system should calculate salary for the employees who are on long absence on actual attended days
4.91	Previous Months Unpaid salary pay in the current month as Arrears Salary
4.92	With holding & Release of Salary
4.93	PF Loan : Recording of application Inward and forwarding date to PF Office.
4.94	Provision to capture the application and sanction details of TA granted to officials deputed from sponsor bank/other institutions.
4.95	Provision capture the details of salary reimbursed to sponsor bank related to the officials deputed from sponsor bank along with the service tax.
<b>Worksheet Total</b>	<b>Payroll</b>

S No	Particulars
5	<b>Leave Management</b>
5.1	The system should maintain all types of leave like
5.1.1	Ø Privilege Leave (PL)
5.1.2	Ø Casual Leave (CL)
5.1.3	Ø Maternity Leave (ML)/Paternity Leave (PL)
5.1.4	Ø Sick Leave (SL) - Full Pay/Half Pay
5.1.5	Ø Extra-ordinary leave (medical and non-medical)
5.1.6	Ø Sabbatical leave
5.1.7	Ø Special leave
5.1.8	Ø Special Casual Leave
5.1.9	Ø Unauthorized Absence
5.1.10	Ø Sports Related
5.1.11	Ø Unavailed Casual Leave (UCL)
5.1.12	Ø LOP
5.1.13	Ø Absence without Leave (AWL)
5.1.14	Ø On Duty Leave
5.2	The system should have provision to add new type of leave with leave rules
5.3	The system should be able to identify all public holidays and Bank holidays as well as log holidays declared as per NI Act in different states which are automatically identified and taken into account when leave is calculated.
5.4	The system should have the provision of leave approvals granted post facto and highlight such cases
5.5	The system should have the provision to initiate SL of 30 days/year for 18 years post completion of 11 months and re-initiate SL for max 90 days/year post 24 years of service completion
5.6	In case of Sick leave, the system should have the provision of uploading the requisite medical certificate of the employee as per number of leaves based on his cadre
5.7	The system should have facility to convert un-availed CL to Special Leave as per the no. of year limits.
5.8	The system should credit PL annually based on number of days worked (1:11 days of working) with accrual limit of 240 days and send emailers to employees on the same
5.9	The system should maintain leave rules for availing leave, encashment of leave, accrual of leave, lapsing of leave, ceilings for accumulation of leave etc. for each categories of employees
5.10	The system should maintain leave rules on pre-fixing and suffixing with other leaves/holidays and barred combination of leaves
5.11	The system should support exception workflows to support leave requests and sanction/rejection by competent authority keeping Personnel dept. informed

5.12	The system should record leaves availed and balance leave calculation at any point of time and support report generation employee wise, grade wise etc.
5.13	The system should maintain rules on minimum and maximum no of days at a stretch in a specific type of leave and track any deviations in leave request cases.
5.14	The system should link leave record to payroll and employee history
5.15	Capability of record keeping and maintenance of historical data
5.16	Capability to integrate the time management with leave management
5.17	Capability to mark attendance through on-line with authentication feature (Manual Intervention to be allowed with Authentication features)
5.18	Capability to integrate with pay-roll module for calculation and recovery of loss of pay etc.
5.19	Capability to provide the Manager consolidated status of present/absent employees working under him/her.
5.20	Capability to intimate the controlling officer when an employee goes on unauthorized leave (unmarked attendance)/returns back from unauthorized leave/extends leave/reports in the middle of the sanctioned leave period (along with appropriate reduction in sanction)
5.21	Facility for Unavailed Casual Leave (UCL) as per Bi-partite settlements/ Officers' Service Regulations.
5.22	Provision of Extended PL after 240 leaves and should be taken within 3 months.
5.23	Provision of not counting LFC block and calculating the leaves of next year on prorated basis if employee opts for LFC on 25 <sup>th</sup> Dec to 15 <sup>th</sup> Jan. It will calculate current year leave & next year leave up to 15 <sup>th</sup> Jan.
5.24	The system should have leave cancellation, leave extension/amendments advancement and postponement of leave
5.25	The system should be capable of conducting analysis of Leaves taken by all employees in order to decide leave calendar for next year
5.26	The system should allow users to view leave balances on any date (past, current or future) and prospective leave should be based on approved, leave pending approval.
5.27	The system should be able to have leave requests altered at any stage, even after the leave has been approved, or after the leave was taken.
5.28	The system should interface between attendance captured with that of leave record
5.29	The system should have linkage between leave records to payroll module to calculate leave liability (loss of pay) based on predefined rules.
5.30	The system should store record on the lapsed PL for any future consideration if any
5.31	The system should allow online request and sanction/rejection for LFC by the employees based on the block as per the reporting authority mentioned in leave flow chart.
5.32	Support for LFC cancellations/extensions/postponement etc.
5.33	The system should process leave encashment as per policy defined cadre wise limits.
5.34	The system should allow maintenance of rail/air fare ticket rates with respect to distance limits to compare against actual claims



5.35	The system should allow online re-imbursement claim process with uploading of requisite supporting documents by the user
5.36	The system should maintain master of dependents details to check eligibility to LFC ticket supporting.
5.37	The system should ensure the rules of LFC blocks relating to number of years, home town/anywhere in India and distance limits are pre-checked during approval as well as re-imbursement.
5.38	The system should allow online user application of LFC advances and approvals by competent authority
5.39	The system should facilitate generation of reminder letters to employees who have not submitted LFC re-imbursement claims within the prescribed time period from LFC availment.
5.40	The system should support passing of all accounting entries, vouchers and maintenance of relevant registers (payments to employee, travel agencies etc.) post adjustment of LFC advances taken if any
5.41	The system should support recovery of LFC advances in case of cancellation of LFC.
5.42	The system should maintain Leave encashment record.
5.43	The system should enable alternate approvers for leave to be added or changed which can either be selected by the approver or the employee applying for leave - this may include situations where the manager is already on leave or the person is on temporary unavailable and therefor an additional approver is required.
5.44	Management of Leave Fare Concession.
5.44.1	Management of LFC (Part of Leave & LFC). Details like Block period , sub blocks, type, starting date, ending date, encashment of leave, sanction/rejection with reason- orders to be automatically generated, provision for LFC modification, change in destination and orders
5.44.2	Facility to apply online for LFC by the employees
5.44.3	Support online approval for LFC by concerned authority as per the flow chart.
5.44.4	Support LFC cancellation, extension, postponement etc.
5.44.5	Ability to facilitate actual LFC type within a given period of years.
5.44.6	Ability to sanction Encashment of LFC based on pre-defined parameters separately for different category of employees.
5.44.7	Ability to maintain air/railway/transport rates with respect to distance covered
5.44.8	Sanctioning the LFC TA based on the entitlement being arrived from the approved distance for different cadre by parameterizing the eligible distance
5.44.9	Sanction of advance against the LFC application and generation of vouchers and accounting entries
5.44.10	Processing the calculation of final LFC bill as per the eligibility and payment /recovery of amount after adjusting advance paid, if any.
5.44.11	Payment of local conveyance charges to the award staff as per LFC eligibility
5.44.12	Follow up of outstanding suspense entries with staff members - reminder and triggers, including e-mail / SMS alerts.

5.44.13	Passing of all accounting entries, generation of export files and maintenance of all relevant registers
5.44.14	Generation of all relevant reports and MIS reports
5.44.15	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.
5.44.16	Entry should be adjusted or be recovered if LFC Claimed in advance should be cancelled due to any reason
5.44.17	Facility of extending the LFC block
5.44.18	Authorization from respective department is done online.
5.44.19	Modification of entries is possible through officer and above cadre.
5.44.20	Calculate perquisite value on eligible amount of LFC for visiting abroad / applicable due to any other reason.
5.45	Leave Administration
5.45.1	Maintenance of leave register (service sheets) for all types of leave for all employees
5.45.2	Leave (counting or not counting for Increment/Qualifying Service). Provision for adding any new leave type.
5.45.3	Provision to differentiate leave types which will be considered for active service and inactive service for the purpose of credit to ordinary leave balance
5.45.4	Ability to maintain rules for leave - rules for availing or grant of leave, rejection of leave, encashment of leave, accrual of leave, lapsing of leave, ceiling on accumulation of leave, ceiling on spells of leave during a year, rules for combination of various type of leave allowed, minimum and maximum number of days of leave per spell, etc.
5.45.5	Ability to link with attendance system and should be able to take into account the absence due to official reasons.
5.45.6	Ability to maintain festival / holiday calendar (as per NIA) for Karnataka State.
5.45.7	Provision to receive leave application online through Self Service Module and recommendation by immediate supervisor also through Self Service Module.
5.45.8	Ability to automatically update the leave details, once leave application is approved by the appropriate authority.
5.45.9	Ability to support the performance appraisal system
5.45.10	Ability to assess bad leave record as per rules and review of leave record for sending warning to the employee.
5.45.11	Support online application, recommendation by appropriate authority, processing by the Leave Section and approval by competent authority.
5.45.12	Provision to caution the forwarding authority in case more than a given Percentage of employees of the cadre already sanctioned with leave during the period for which the current request is being processed.
5.45.13	Provision for automatic credit of different type of leave and also provision for manual credit / debit / modification / cancellation etc. with specified reasons.
5.45.14	Facility for cancellation/modification of leave wherever permitted as per the existing provisions - automatic credit to balance if accepted by competent Authority

5.45.15	Link leave management to payroll for recoveries in case of regularization of absence by post-facto sanction of leave without pay or with half-pay/quarter pay
5.45.16	Link leave management to pay roll for payment of encashment of leave
5.45.17	Facility to enquire on leave balances at any time
5.45.18	Record LTC incidental advance / Encashment along with Set period (which is recorded in Service Sheet) and link to GAD-Bills module / Leave Section.
5.45.19	Support leave encashment / accumulation as per the rules laid down by the Bank.
5.45.20	Provision to store LTC details of the employee like Block Start date, block end date and change of the block end date on expiry of the block automatically.
5.45.21	Provision to receive the LTC application online along with the leave application and sanction and conveying the same online.
5.45.22	Provision for extending the LTC set of the employee.
5.45.23	Provision to block the LTC set of the employee in case the spouse is also working in Bank and availing LTC. However, Encashment of leave will be available, if the employee is eligible for such facility, otherwise.
5.45.24	Provision to process Leave Encashment and deduction of Income Tax as per rules, along with LTC.
5.45.25	Provision for reversion of leave encashment and block in case of subsequent modification by employee.
5.45.26	Provision to sanction encashment of leave accrued at the time of retirement/resignation/death of an employee - i.e., on exit and sanction of permitted percentage of leave at the time of resignation.
5.45.27	Provision to generate intimation to employee about PL/SL at Credit with reference to overflow of leave
5.45.28	Facility to store other types of absence from duty due to on-duty, joining time etc. separately.
5.45.29	Provision to sanction all the back dated leave applications with a procedure for re-calculation of PL due to resultant change in active working days.
5.45.30	Provision to have all the entries authorized by the supervisor without which the transaction will not be saved, with a maker - checker concept and an audit trail for all the transactions that take place.
5.45.31	Provision for generation of leave pass sheet of the employee at any given date with all the requisite date.
5.45.32	Provision for generation of list of employees availing leave which affects the salary payment of the employee during a month and linkage to salary module.
5.45.33	Provision of generation of reports on various combinations as per the Bank's requirement as also the reports as available in the existing leave module.
5.45.34	Provision to enter details of strike whenever occurs, and display of an alert message wherever the strike coincides with the leave of the employee.
5.45.35	Provision to generate memo to all the employees who have participated in the strike. Provision to generate a list of participants in the strike.
5.45.36	Provision to enter the staff no. of the office bearers of different unions/associations, no. of days of special leave they are eligible for and

	provision to sanction the same up to the limit entered.
5.45.37	Provision to enter the maximum limit of leave that can be availed under various categories and to sanction up to this maximum limit only for various kinds of leave
5.45.38	Provision to freeze the leave balance and LTC block of officers on study Leave / on EOL to join spouse.
5.45.39	Automatic generation of reports as on the beginning of each year in January, containing the details of employees not availing any category of leave during the preceding calendar year.
5.45.40	Automatic generation of reports as on the beginning of each year in January, containing the details of foreign visits made by employees on own account/ LTC during the preceding calendar year.
5.45.41	Provision of calculate the number of days of leave availed by any employee for the purpose of confirmation and active service norms.
5.46	Provision to generate the following reports :
5.46.1	Ø Date wise statistics on Leave applications processed
5.46.2	Ø Month wise statistics on Leave application processed
5.46.3	Ø Details LTC more than 2 times during the TAX period
5.46.4	Ø Balance of all leaves (PL/SL etc.) as on date
5.46.5	Ø PL encashed
5.46.6	Ø LTC availed during a given period.
5.46.7	Ø Encashment of Ordinary Leave
5.47	Online application through Self Service Module for payment
5.48	Calculating amount to be paid based on the user defined criteria
5.49	Calculating required TDS
5.50	Linking payment details with Payroll modules
5.50.1	Ø Checklist summary of changes made in each payroll cycle
5.50.2	Ø Report on earnings and deductions employee wise/RO wise
5.50.3	Ø Tracking report on challan submission, statutory returns submissions
5.50.4	Ø Annual claims and closure
5.50.5	Ø Loans and recovery status etc.
5.51	Ability to Automatically calculate Overtime and pay in Payroll
5.52	Approval procedure for Overtime
5.53	Ability to input Time events (Clock-in , clock-out) on-line or off-line

5.54	Automatic Recalculation of Overtime , Attendance, Leave in case
5.55	Ability to calculate Attendance based Leave earnings like PL
5.56	Facility to have different methods of data capture
5.57	Leave and attendance maintenance
5.57.1	Leave and attendance administration (Part of Leave & LFC)
5.57.2	Maintenance of leave calendars for different types of leave depending upon the type and scales of the employee
5.57.3	Leave register containing records of all types of leave, employee-wise
5.57.4	Sabbatical leave with a provision to add any new type of leave which may be introduced on a future date with a provision to differentiate them as leave which will be considered as active service and inactive service for the purpose of calculation of P.L credit
5.57.5	Ability to store the days declared as HOLIDAY under N.I Act in different states
5.57.6	Support online application and approval of leaves
5.57.7	Support a fixed uploadable format for the branches / offices when connectivity is down and facility for upload of same through e-mail / another branch.
5.57.8	Ability to maintain all types of leave including automatic credit of leave and also provision for manual credit / debit / modification / cancellation etc.
5.57.9	Leave cancellation and leave extension/ amendments advancement, postponement of leave
5.57.10	Ability to check leave balance availability at any time against current request
5.57.11	Ability to maintain muster roll of various departments with time in/out in office, and should be linked to Biometric scan reader/Proximity card system at the places where such system exists/comes in operation.
5.57.12	Ability to link to Biometric scan reader/Proximity card system for attendance at the places where such system exists/comes in operation.
5.57.13	Support extraordinary leave or loss of pay
5.57.14	Support leave encashment / availment / carryover processes administration as per the statutes laid down by the government / bank
5.57.15	Support interfacing of attendance captured with that of leave record
5.57.16	Facility to generate report periodically where the leave sanction is required post facto, but the employee has not applied for sanction
5.57.17	Facility to caution the forwarding authority in case more than a given percentage of employees of the cadre already sanctioned with leave during the period for which the current request is being processed
5.57.18	Provision to store the lapsed portion of P.L and permit the employee to avail the same up to a future date in case the same is permitted by the competent authority
5.57.19	Provision to block the LFC block of the employee in case the spouse is working in our Bank and availing LFC However, Encashment of leave should be available, if the employee is eligible for such facility, otherwise provision to process LFC application separately against a leave already sanctioned.

5.57.20	Provision to process Encashment for a LFC already sanctioned
5.57.21	Provision to modify / cancel the number of day's encashed.
5.57.22	Provision to process one or more day encashment to contribute to P.M.R.F/other with all validations (letter to be generated)
5.57.23	Provision to sanction Encashment of P.L accrued at the time of retirement / death of an employee and sanction of permitted percentage of leave at the time of resignation.
5.57.24	Provision to generate a letter to the employee informing him / her the annual P.L credit given to their account
5.57.25	The period of unauthorized absence and extra ordinary leave under non-medical ground beyond the prescribed leave should be linked to terminal benefit like pension/gratuity, to arrive at the eligibility
5.57.26	Provision to store other types of absence from duty due to On duty, Joining time etc., separately
5.57.27	Provision to generate the P.L balance of all employees as on a given date
5.57.28	Provision to get the list of employees sanctioned with leave to visit abroad
5.57.29	Facility to convert balance casual leave to unavailed casual leave (UCL) and also for tracking Unavailed Casual Leave (UCL) and its lapse after pre- defined period.
5.57.30	Provision of additional sick leave as on date after completion of pre-defined service period.
5.57.31	Provision for the cancellation of authorized leave / encashment of PL.
5.57.32	Provision of sanctioning / extending leave beyond specified limits for individual employee, a group of employees or across the organization. Provision for providing time cap / expiry period / expiry date for such additional provisions.
5.57.33	Provision of sanctioning leaves of employee who is on Contract Basis.
5.58	Facility to calculate (on Prorata basis if required) and credit leave during the first year of joining
5.59	Provision to postpone the deduction of leave/loans etc.,
5.60	LFC Surrender & encashment depending on number of passengers on the eligible mode of transport and cadre
5.61	Leave Encashment Fund : Capture the details of remittance and withdrawals, calculation of interest and generation of connected reports
<b>Worksheet Total</b>	<b>Leave Management</b>

**Sanctioning Authority for Leave - Work flow.**

<b><u>Sanctioning Authority</u></b>					
<b><u>Sl No.</u></b>	<b><u>Nature of Leave/Allowances</u></b>	<b><u>Branch Manager</u></b>	<b><u>Regional Manager</u></b>	<b><u>Chief Manager PHRD @ HO</u></b>	<b><u>General Manager</u></b>
1	Casual Leave / Unavailed Casual Leave	Branch staff except Branch Manager	Branch Managers and RO staff.  Scale-V RM up to Scale-IV Scale-IV RM up to Scale - III	HO staff up to Scale III	Scale - IV BM with Scale - IV RM  Scale IV RM  Scale IV at HO  Scale V at ROs and HO.
2	Privilege Leave / Sick Leave	CM headed branches: Branch staff except BM  Other Branches: No powers	Scale-V RM: up to Scale -IV Scale -IV RM up to Scale III	HO staff up to Scale III	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO  Scale V at ROs and HO.
3	Extra Ordinary Leave on LOP	No powers, Forwarding option should be available.	Scale-V RM: up to scale -IV Scale-IV RM: up to Scale III	HO staff up to Scale III	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO

					Scale V at ROs and HO.
4	Maternity Leave /Paternity Leave	No Powers, Forwarding option should be available	Scale-V RM up to Scale-IV. Scale-IV RM: up to Scale III	HO staff up to Scale III	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO  Scale V at ROs and HO.
5	Special Casual Leave/ Special Leave for blood donation, family planning, sports, casting vote.	No Powers, Forwarding option should be available	Scale-V RM: up to scale-IV Scale-IV RM: up to Scale - III	HO staff up to Scale - III	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO  Scale V at ROs and HO.

Scale I: Assistant Manager.

Scale II: Manager.

Scale III: Senior Manager.

Scale IV: Chief Manager.

Scale V: Assistant General Manager.



S No.	Particulars
<b>6</b>	<b>Staff Re-imbursements and Welfare</b>
6.1	The system should Issue NOC for Passport, VISA, higher studies and any other purpose including NOC for re-employment of retired employees as well as existing employees.
6.2	The system should facilitate generation of No Objection letter for availing loan from other Banks, financial institutions or other entities.
6.3	The system should maintain various staff welfare scheme like mediclaim, subsidized canteen details and generation of relevant reports
6.4	The system should maintain details of allowances paid to each employee month-wise based on the applications received like conveyance fee, new paper, etc.
6.5	The system should maintain details of identity cards issued and cancelled
6.6	The system should capture the details, achievements of sports persons employed in the Bank, their designations, scales etc.,
6.7	The system should capture details of Power of Attorney issued/Cancelled to the employees along with the facility to scan and store and view the signatures of the officials issued with PA - separately for PA
6.8	The system should capture details of PA of employees kept under suspension
6.9	The system should Maintain signature of officer/staff under suspension/retired and their circulation
6.10	The system should capture details of various scholarship schemes of the Bank
6.11	The system should accept and process applications for grant of scholarships. Accepted & rejected application details and related reports.
6.12	The system should maintain hospitalization /Domiciliary treatment rates ceilings are defined as per regulatory guidelines
6.13	The system should maintain employee-wise medical aid details and giving automatic credit of medical aid at the beginning of the year as per the employee eligibility
6.14	The system should update the medical aid limit of the employee based on his cadre
6.15	The system should accept the application for Medical aid and processing the same
6.16	The system should maintain hospital reimbursement rates as per the Bank rules (self and dependent eligibilities separately)
6.17	The system should maintain register of advances extended and adjust the same during final re-imbursement
6.18	The system should allow online requisition of tour advance as well approval of the same from controlling authority as per defined guidelines.
6.19	The system should allow uploading of claims information for re-imbursement of tour expenses, transfer allowance etc.
6.20	The system should allow sanction of competent authority to manage exceptions to the defined limit of claim
6.21	The system should highlight transfer cases who are yet to claim transfer re-imbursement and send reminder letters to ensure claim within a defined period of transfer

6.22	The system should allow updation to re-imbursement limits based on internal organization policy or other regulatory policies
6.23	Provision for entry of Reimbursement of conveyance allowance, telephone, canteen subsidiary, business development expenses, staff welfare, payment for meritorious student etc., Inward, sanction, Rejection with reasons.
6.24	Group Personal Accident Insurance Policy: Capture the details of Premium payment - Cadre, No of employees and Total premium. Inwarding of accident claims, forwarding to insurance company, sanction and reimbursement of claim amount
6.25	Medical Facilities
6.26	General Requirements
6.26.1	Capturing Rules and Eligibility conditions
6.26.2	Maintenance of employee wise medical assistance details for both serving/retired employees who are members of various Medical Assistance Schema of the Bank as well as those who are not members.
6.26.3	Maintaining the medial assistance eligibility for different category of employees, such as schedule of rates for different category of staff in the Bank and Industry.
6.26.4	Capturing the details of rules and eligibility under Medical Assistance Fund, Medical Facilities schemes etc.
6.26.5	REMS, Annual Health Checkup Scheme, Scheme for Spectacles, etc. in the Bank and similar Schemes in the industry.
6.26.6	Medical profile of employees with details of dependents (age, relationship, etc.) eligible for medical facility, membership of various schemes, expenditure incurred on medicals per employee and expenditure on employees per ailment.
6.26.7	Hospital reimbursement rates as per the Bank rules (self and dependent eligibilities to be classified separately)
6.26.8	Calculation of tax liability
6.26.9	Posting of sanctioned amount with details in medical sheet of employee
6.26.10	Handling of TDS in case of direct settlement including preparation of form 16-A for all entities and forwarding these to them annually Preparation of Outstanding medical advances list and follow up for refund of excess advance. If not complied within stipulated time, salary section to be advised to recover through salary. Deciding installments, if amount is big.
6.26.11	Preparation of Budget for Medical expenses and review of expenditure incurred under various schemes of the Bank such as Medical Assistance Fund, Medical Facilities Scheme, Dispensary facility, Annual Health, Checkup etc.,.
6.26.12	Monitoring of outstanding Sundry Advances at monthly / quarterly / annual intervals
6.26.13	Employee-wise details for recovery of outstanding / excess advances, if any.
6.26.14	Generation of Annual Closing statements
6.26.15	Generating Reports employee-wise as well as department-wise / regional officewise.
6.27	Staff Loan Detail Maintenance

6.27.1	Effecting monthly regular and one-time (due to voluntary increase, foreclosures, prepayments) recoveries; incorporating any changes in monthly installments - Linkage with Payroll module.
6.27.2	Linkage with Superannuation desk for recovering outstanding balances at the time of superannuation and settlement thereof.
6.27.3	Calculating perquisite values for Income Tax deductions from salary.
6.27.4	Refund/Adjustment of excess recovery of Principal/interest effected, if any.
6.27.5	Generation of following Report: Statement of monthly recoveries to be effected after incorporating any changes (due to voluntary increase, foreclosures, prepayments).
6.28	Tour Approval and Claim Processing
6.28.1	Facility for Online application seeking approval by the employee for official work
6.28.2	Facility to provide online sanction by the authority. Generation of sanction number for tracking subsequent activities
6.28.3	Online sanction of travel advance by concerned official
6.28.4	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 etc. T A Bill - inward , date of journey, place of visit, purpose, head wise claim Amount, advance taken, balance amount and sanctioned amount, Full Rejection/partial Rejection with reasons, automatic generation of reports. Provision to tag TA proceedings to various groups like training, training centers etc.
6.28.5	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
6.28.6	On full adjustment of advance, sanction number must be closed
6.28.7	Facility to generate online reminder letter for the concerned employee in case of non-submission of tour expense claim within a fixed time period
6.28.8	Facility for generating Union membership details along with subscription.
6.28.9	Facility for Generation of tax estimation report
6.28.10	Facility for Generation of Member-wise festival advance report.
6.28.11	Facility for Generation of Leave Encashment report(Daily report and member-wise report)
6.28.12	Facility for perquisite calculations.
6.28.13	Entry provisions for Perquisite Details at various levels, defining the master, perquisites information
6.28.14	Facility for the declaration and details of dependents.
6.28.15	Increments, sanction / restoration of increments/ basic pay in punishment cases, shifting of the date of increment due to LOP etc., special increments for CAIIB / Graduation etc.

6.29	GENERAL ADMINISTRATION
6.29.1	Facility for News Paper Reimbursement.
6.29.2	Business Development Expenses
6.29.3	Facility for Briefcase Reimbursement.
6.29.4	Facility for Telephone/Mobile to executives.
6.29.5	Facility for issuing ID Cards to staff.
6.29.6	Facility for access control cards.
6.29.7	Facility for award after completion of certain yrs of service/ on retirement
6.30	TA/DA BILL
6.30.1	If an employee avails TA DA for a sanctioned bill, system should not accept the same bill / again. This should be same with advance payments.
6.30.2	Award staff gets diem allowance for training. There should be provision to do this online
6.30.3	Facility of authorization by officers for entry done by employee.
6.30.4	Facility to allow the calculation of Multiple bills pertaining to particular staff should be allowed on same day.
6.30.5	Support online submission of TA Bills, processing, sanction etc. as per User Defined Parameters. Claim passing of TA bill without tour program with a defined procedure and defined sanction authority.
6.30.6	Support keeping record history of all TA Bills passed employees wise (individual and category wise) periodicity wise.
6.31	Management of Medical Aid.
6.31.1	Maintenance of employee wise medical aid details
6.31.2	Whenever an employee promoted to another cadre whereby the employee is eligible for higher Medical Aid the same should be mapped automatically
6.31.3	The eligibility of employee has to be parameterized and the period up to which an employee can accumulate has to be parameterized
6.31.4	Whenever the application is received, the eligibility has to be arrived afresh and the application has to be validated and passed for payment
6.31.5	Maintaining the medical aid eligibility for different category of employees
6.32	Scholarships
6.32.1	Details of various scholarship schemes of the Bank
6.32.2	Acceptance and processing of applications for grant of scholarships
6.32.3	Details of sanctioned scholarships and recording payments made thereof
6.32.4	Generation of all relevant reports regarding scholarship
6.33	Staff Welfare Schemes
6.33.1	Maintenance of various staff welfare scheme details

6.33.2	Facility to apply/withdraw online by the employee to join various staff welfare scheme
6.33.3	Generation of relevant reports
6.33.4	Payment of conveyance, entertainment, News Paper, Telephone and other expenses to staff
6.33.5	Maintenance of details of allowances paid to each employee month wise bases on the application received
6.33.6	Online settlement of accounts of concerned officials and passing of necessary accounting entries to maintain related books of accounts
6.33.7	Details of Spouse: Name, DOB, Employed or Not.
6.33.8	Details of Children: Names, DOB, SCH/COLL Fee/Reward Availment: FY & Class.
6.33.9	Details of All availments of Health Check-up Date wise.
6.33.10	Staff Welfare Fund: Capture data of employees enrolled, details of remittance and withdrawals, calculation of interest, loans granted to members, its accounting and automated flow of deductions from salary module, closure of loan, Capture the refund made to staff member on exit/death.
6.33.11	Training: Maintaining member-wise records : Course-Period-Institute
6.33.12	Training: Report of Non Attendance - for specific period.
6.33.13	Income Tax. : Automatic calculation of IT on SCH/COLL FEE / Medical reimbursement
6.33.14	Facility of generating all above reports in system format and converting in Excel format.
6.33.15	Generating reports with some variable general columns (like EMP NO., Name, Design, Department etc.)
6.33.16	Facility of Staff welfare scheme taxable
6.33.17	Facility of NOC for PP/ VISA / GOING ABROAD
6.33.18	Provision for SWS taxable.
6.34	Facility for updation of information through employee self-service system and its authorization.
6.35	Info system for maintaining record of IBA, ministry letters received, action taken, reply sent (reference no) etc.,
6.36	Info system regarding amendments to Service regulations stage wise
6.37	Info system for maintaining the details of clarifications concerning policy matters sent to Regional offices on various service conditions
6.38	Information regarding
6.38.1	Ø Officers claiming conveyance reimbursement on the basis of declaration, petrol/diesel/gas bills in respect of 4/2 wheelers owned by them
6.38.2	Ø Reimbursement of expenses incurred for medical check-up by employees over specified age.
6.38.3	Ø Financial assistance to employees on LOP on account of major ailment/operation etc.
6.39	Information regarding quarters to officers:

6.40	Details of Sports persons
6.40.1	Ability to capture the details of sports persons employed in the Bank, their designation, sex, scales etc.
6.40.2	Capture their achievements in various tournaments
6.40.3	Approval for participation in various tournaments
6.40.4	Special leave & expenses details granted to sports persons
6.40.5	Budget sanction & expenditure maintenance in various sports disciplines
6.40.6	Expenses sanctioned for promotion of cultural activities & their details
6.40.7	Granting permission to employees to join as Guarantor/Co-obligant to the loans availed by their close relatives
6.40.8	Support to give early going memos to sports persons
6.41	Tour and Travel Bills
6.42	Inland Tour Bills
6.42.1	Capturing rules and eligibility conditions
6.42.2	Preparation of Tour program by the employee through Self Service Module
6.42.3	Approval of tour program by competent authority through Self Service Module
6.42.4	Application for tour advance by employee through Self Service Module
6.42.5	Scrutiny of application for advance and sanction of advance
6.42.6	Follow up of outstanding advances against bills submitted/settled
6.42.7	Submission of bill by employee - online - giving details of items of expenditure, i.e. ticket cost, HA, Mazdoor hire, conveyance, hotel stay etc.,
6.42.8	Capturing center-wise data for distances between two local places in a city or between two cities in a State.
6.42.9	Scrutiny and sanction of bills as per rules - limits for different category of employees
6.43	Statement of employee wise data of sanctioned amount
6.43.1	Mapping of outstanding advances with sanctioned amount for accounting
6.43.2	Sundry Advances a/c - Tour/TA Advance
6.43.3	Sundry Advances a/c - Training/TA Advance and
6.43.4	Sundry Creditors a/c- Refund of tour with the balances maintained and maintenance of related records/files.
6.43.5	Report of Department-wise details of travel bills Management of data for appropriate reports that can be leveraged as analytical tools. Maintenance of records/files and related correspondence of settlement of tour /training bills.
6.44	Generation of Annual Closing statements
6.44.1	Generation of the outstanding position of tour/training advances employee-wise

6.44.2	Generation of statement of tour expenses department/centre-wise for monitoring of budget
6.44.3	Settlement of payments made by one office on behalf of another in connection with the visit undertaken by the latter's officials in respect of ticketing/hotel booking and taxi hire and sent to the latter for sanction. Originating advice from the latter to be responded by the former.
6.44.4	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / Centre
6.45	Provisioning and Annual closing of accounts
6.45.1	Settlement of payments made by one office on behalf of another in connection with the visit undertaken by the latter's officials in respect of ticketing/hotel booking and taxi hire and sent to the latter for sanction.
6.45.2	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / Centre.
6.46	Transfer Bills
6.46.1	Capturing rules and eligibility conditions
6.46.2	Application for transfer advance by employee through Self Service module
6.46.3	Monitoring of outstanding advances against bills submitted within time limits prescribed
6.46.4	Submission of bill by employee - giving details of items of expenditure, i.e., travel cost, halting allowance on transfer, mazdoor hire, local conveyance, lodging and boarding charges, packing & forwarding charges, transport charges for household goods & vehicle, insurance, incidental expenses, etc., Capturing centre-wise data for distances between airport / railway station and the place of stay at new centre for calculation of local conveyance admissible at specified rates
6.46.5	Scrutiny and sanction of bills as per rules - limits for different category of employees and different pay-scales - linkage with other modules required, like with payroll module (for basic pay, dearness allowance, etc.) and quarters allotment module (for stoppage or payment of halting allowance on transfer)
6.46.6	Maintenance of Bills Register for statement on employee-wise data of bills due, settled, pending for sanction, etc. and respective amounts
6.46.7	Generation advances of periodical reports for monitoring of outstanding Reconciliation of intermediary head of accounts, i.e.
6.46.7.1	Ø Sundry Advances a/c - Transfer Advance
6.46.7.2	Ø Sundry Creditors a/c- Refund of Transfer Advance with the balances maintained by respective authority and maintenance of related records/files.
6.46.8	Mapping of transfer expenses over time and across regions for future policy purposes
6.46.9	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / centre
6.47	Leave / Retirement Travel Concession Bills
6.47.1	Capturing rules and eligibility conditions - for various cadres and various types, set periods, distance limits, etc.
6.47.2	Facility to apply, cancel, extend, or postpone online by employee and approve or reject by concerned authority

6.47.3	Application for LRTC advance by employee - separate norms for Declaration Scheme and Reimbursement Scheme - maximum 2 separate applications for self and family members allowed in a set period; Advance payment for self and dependents should be accepted in LFC in single block.
6.47.4	Scrutiny of leave sanctioned from leave module and eligibility of set period etc. from LTC binder (System to capture manual binders to electronic-documents)
6.47.5	Scrutiny of application for advance and sanction of advance - System to handle release of advance separately depending on certain conditions (i.e., whether all members of family are travelling, and LTC for different blocks but availed in same year should be accepted.) - Making temporary entry of sanctioned amount in LTC Binder until final settlement .In case of Retirement Travel Concession, communicating to Superannuation desk for retaining an amount equal to RTC advance, if availed, from the retirement benefits (to be settled only when RTC bill is actually sanctioned)
6.47.6	Monitoring of outstanding advances and/or outstanding refunds, and bills submitted within time limits prescribed
6.47.7	Submission of bill by employee - giving details of items of expenditure, i.e., travel cost, incidental amount, etc., for each member of family
6.47.8	Checking of dependency of family members for LRTC purpose from employee database.
6.47.9	Scrutiny and sanction of bills as per rules - limits for different category of employees and different pay-scales - linkage with payroll and leave modules required. Bill payment in part should be possible.
6.47.10	Maintaining details of TDS due if any and alert for remittance of TDS by 7th of next month, if not done through salary
6.47.11	Preparation of taxable amount and transmission of the same to payroll module for recovery from salary, if not done directly.
6.47.12	Preparation of e-TDS statements on quarterly basis
6.47.13	Updation of LTC Sheet and Bills Register - System to generate e-registers for audit
6.47.14	Posting of LTC incidental advance / encashment of leave in respective sheets/binders (entry required also in respective application forms.)
6.47.15	Generation of report on pending bills, sanctioned cases, amount, etc. for a month or quarter for monitoring purpose
6.47.16	Reconciliation of various heads of account for every month and its submission to AES - Establishment charges a/c-LRTC, Sundry creditors A/c - TDS on LRTC, Sundry Advances A/c - LRTC and Sundry creditors A/c-Refund of LRTC
6.47.17	Calculating quarterly and annual provision.
6.47.18	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / centre.
6.48	Bills for Local Conveyance expenses
6.48.1	Capturing rules and eligibility conditions
6.48.2	Application by employee through Self Service Module
6.49	Scrutiny of Local Conveyance bills
6.49.1	Sanctioning bill.



6.49.2	Maintaining employee-wise as well as department-wise data.
6.49.3	Submission of Quarterly Statement to all the departments for monitoring of budget utilization
6.49.4	Department wise statement of expenditure for bills of employees
6.49.5	Maintaining details of prevailing taxi/ Auto etc., rates at those centres.
6.49.6	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / centre
6.49.7	Bills for Out-of-pocket Expenses Capturing rules and eligibility conditions
6.49.8	Capturing centre-wise data relating to local conveyance rates for taxi, three wheelers and other modes of local transport
6.49.9	Online application by employee - link with employee database.
6.50	Scrutiny and Sanction of bill
6.50.1	Generating Reports employee-wise as well as department-wise /regional office wise
6.50.2	Monitoring of expenses vis-a-vis budget on Quarterly basis for all the departments / centre
6.50.3	Reconciliation with Accounts
6.50.4	Department wise details of payments made to Officers
6.50.5	Preparation of statement of payment, sanction note, provisioning and vouchers:
6.50.6	Handling queries, clarifications and correspondences from ROs
6.50.7	Statement for Reconciliation with Accounts
6.50.8	Preparing details of payments made to Officers entrusted with special assignments where the cost is borne by other agencies and paid on reimbursement basis
6.51	Verification of documents
6.51.1	Calculation of payment for each employee - (taking into account adjustment in case of Extra Ordinary Leave / promotion)
6.51.2	Provision for checking by the authorised officer
6.51.3	Adjustment of less/excess amount paid to transferee employees from subsequent payments (to be made at new centre)
6.51.4	Preparing statement of payment, sanction note, preparation of vouchers, provisioning of amount to be paid
6.51.5	Handling queries, clarifications and correspondences from ROs
6.51.6	Statement for Reconciliation with Accounts
6.51.7	Preparing details of payments made to Officers entrusted with special assignments where the cost is borne by other agencies and paid on reimbursement basis
6.51.8	Online application by employee - two stage - first advance and then actual bills

6.51.9	Online entitlement position, balance outstanding etc., balance can be availed only in case of revision in limits
6.51.10	Online Scrutiny and Sanction of applications and bills.
6.51.11	Preparation of Statement/Voucher for Payment
6.51.12	Preparing details of payments made to Officers entrusted with special assignments where the cost is borne by other agencies and paid on reimbursement basis
6.51.13	Facility to generate statement for monetary perk calculation during availment year only (once in 5 years).
6.51.14	Generation of Statements for Reconciliation with Accounts and Budget Review
6.52	Reimbursement of Telephone charges
6.53	Family Planning Incentive
6.53.1	Processing of applications received from the employees and release of incentive as per the Bank's rules
6.53.2	Provision uniforms to record the bill particulars evidencing the purchase of
6.53.3	Issue of visiting Cards
6.53.4	Capturing eligibility norms relating to type of employee, periodicity of issue, change of posting, change in position, etc.
6.53.5	The system should maintain details of staff members eligibility for uniforms, shoes etc. track of past record when last issued also to be maintained
6.53.6	Maintaining list of employees with date of issue
<b>Worksheet Total</b>	<b>Staff Re-imbursements &amp; Welfare</b>

### Sanctioning Authority for Staff reimbursement- work flow

<u>Sl No.</u>	<u>Nature of allowance</u>	<u>Sanctioning Authority</u>			
		<u>Branch Manager</u>	<u>Regional Manager</u>	<u>Chief Manager PHRD @ HO</u>	<u>General Manager</u>
1	LTC/LFC, annual health checkup, Eye-checkup, TA bills, 150% HRA, Tuition fee, closing allowances, Joining Time	No Powers,  Forwarding option should be available	i) Scale V RM: Up to Scale -IV. ii) Scale IV RM: up to Scale-III.	HO staff up to scale -III	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO  Scale V at ROs and HO.
2	Festival Advances, Annual Medical Reimbursement	Branch staff except Branch Manager.	Branch Managers and RO staff. i) Scale -V RM: up to Scale -IV ii)Scale -IV RM: up to Scale- III	HO Staff up to Scale III.	Scale - IV BM with Scale - IV RM  Scale IV RMs  Scale IV at HO  Scale V at ROs and HO.
3	Closing Allowances	All Branch staff: BM  In respect of BM: BM with counter signature of Officer/joint custodian	NA	NA	NA
4	Officiating Allowances	No powers,  Forwarding option should be available.	All staff of the region.	NA	NA
5	Conveyance allowances	All Branch staff: BM In respect of BM:	RO Staff	HO staff upto scale III.	Scale IV and Scale V at HO

		BM with sign of officer/JC (after ascertaining average petrol rate from respective ROs)			
6	Uniforms, Cycle allowances.	Branch Office Attendance (M)	RO Office Attendant (M)	HO Office Attendant (M)	NA
7	Payment of Special pay to Office Assistant (M) holding joint custodian keys.	BM is sanctioning authority.	NA	NA	NA
8	News Paper reimbursement	All Branch Staff: BM  In respect of BM: BM with counter signature of officer/joint Custodian.	RO Staff	HO Staff up to Scale III	Scale IV and Scale V at HO
9	Silver Jubilee Award	Branch Staff	RO Staff	HO Staff up to Scale III	Scale IV and Scale V at HO

S No	Particulars
7	<b>Terminal Benefits + Separations</b>
7.1	The system should allow financial accounting of PF, Gratuity, Welfare and leave encashment funds
7.2	Accounting module for PF, Pension and gratuity including daily, quarterly, yearly statement of accounts (Balance sheet, trial balance. P&L)
7.3	The system should map PF accounts with salary of respective employee for payroll calculations
7.4	The system should support pooling the monthly contribution of PF, VPF in to the PF management system
7.5	The system should support reconciliation of monthly contribution of employee based on any deviations occurring on account of increments/promotions/Lop status etc.
7.6	The system should facilitate accurate deductions from employee and employer based on the Pension scheme opted
7.7	The system should have multiple pension schemes so that Bank's Pension scheme & Industry Pension scheme available in Banking sector can be incorporated.
7.8	In case of a new joinee, the system should generate the new PF code to be allocated with due communication to PF department
7.9	The system should Support PF settlement process including generation of settlement sheets and relevant vouchers for accounting.
7.10	The system should support calculation of periodic interest and crediting the amount to the accounts
7.11	The system should maintain rules and regulations regarding PF Loan and ensure tracking the same for any PF loan requisition
7.12	The system should perform PF application processing, loan sanctioning, loan disbursement, modification of loan installments, loan short closure, recovery through payroll, final settlement during closing/transfer for different type of loan.
7.13	The system should maintain nominee details and payment to nominee in case of death of an employee.
7.14	The system should generate PF returns mandated for submission as per statute.
7.15	The system should Generate Form 15 AA for the terminal benefits like PF/Gratuity/Pension
7.16	The system should Generate all types of MIS reports as per request of Bank (like pf ledger etc.)
7.17	The system should have the facility to record voluntary PF contribution and link to payroll for deductions. The input for VPF to come from user with sanction note of competent authority
7.18	The system should be capable of handling separation process triggered by resignation letter / dismissal or termination letter / e-mail / intimation on behalf of employee or Line Manager
7.19	Should be able to capture the reason for separation such as enter Reason for separation in system such as resignation/VRA/compulsory retirement/accident/death/fraud/other issues involving disciplinary action

	etc.
7.20	In case of a normal retirement process, the system should generate letters to all the branch offices, where the retiring employee has worked to notify employee liabilities, if any
7.21	The system should be able to track pending information from the posted locations and generate reminder letters for follow ups
7.22	The system should also facilitate checking of any disciplinary action in process against the employee
7.23	The system should facilitate online approval/comments from the controlling authority on the last 3 years scrutiny of employee's property returns
7.24	The system should facilitate online approval/comments of the CVC and Disciplinary action cell on employee check with respect to any irregularities/disciplinary issues - to decide the course of retirement
7.25	The system should generate retirement note with details on liabilities, disciplinary status, check on property returns to seek approval from competent authority
7.26	On confirmation, the system direct the details to PF department as well as the controlling authority of present place of posting
7.27	In case of VRS, the system based on the circular cut-off date/otherwise , track online employee requests for VRS received
7.28	The system should facilitate online approval/rejection of VRS requested by the employee keeping the personnel department informed
7.29	The system should generate relieving letter to be issued to the employee through the Regional Office/department HOD at HO
7.30	The system should be able to alert all departments to prepare a list of receivables/dues in cash/kind from the separating employee. Notification should be sent to IT for cancellation of Login ID on the last day. Notification should be sent for surrendering Power of Attorney
7.31	In case of an employee under disciplinary action proceedings, the system should facilitate stoppage of F&F dues barring pension and employee's contribution to PF. It should track the case closure status, before disbursement of net full and final
7.32	The system should maintain rules regarding disbursement of PF, pension, gratuity and leave encashment based on type of separation, status of disciplinary action, employee specific requests etc.
7.33	The system should intimate the employees three months before their retirement about their PF subscription, PF Loan, Gratuity and Pension claim forms etc.
7.34	The system should support pension processing for pensioners - to obtain pension slip/change of nominees/details of pension during financial year/Tax calculations/updation of personal details etc.
7.35	The system should maintain nominee details to facilitate pension processing
7.36	The system should support pension disbursement and support multiple payment modes for pension
7.37	The system should calculate family pension and payment
7.38	The system should maintain rules regarding pension scheme and disbursement options that employees can avail and process the same based on the pension claim forms received (example, commuting option)

7.39	The system should support all related accounting procedures including generation of vouchers and related reports
7.40	The system should perform Income tax calculation and deduction for pension payment as per govt. guidelines and issuance of form 16
7.41	The system should perform gratuity calculation, provision & accounting employee wise
7.42	The system should perform forfeiture of Gratuity in case of dismissals etc.
7.43	The system should generate all types of reports/registers related to Gratuity management
7.44	In case of death, the system should allow uploading of spouse request for ex-gratia along with relevant forms (liability, source of income etc.) for Consideration
7.45	Based on defined ex-gratia norms, the system should facilitate generation of note for approval/rejection by the competent authority
7.46	The system should allow logging on queries received by the PF department for online resolution if possible
7.47	Group Gratuity Fund : Capture the details of remittance and withdrawals, calculation of interest and generation of connected reports
7.48	Pension
7.48.1	Receipt of application for pension, commutation of pension, etc. for both pension/family pension
7.48.2	Preparation of sanction notes involving calculation of pension/family pension, commutation amount, arrears of pension amount.
7.48.3	Preparation of Pension and Family Pension sanction letters.
7.48.4	Preparing revised sanction notes, sanction letters, updation of Pension Pass Books on account of grant of fresh Additional Qualifying Service
7.48.5	Handling of representations received regarding non consideration of Additional Qualifying Service.
7.48.6	Entering details of Legal Opinion obtained from Law Department, if required.
7.48.7	Referring cases to appropriate department for policy decision
7.48.8	Maintaining details of sanctions of normal pension and family pension
7.48.9	Calculating revised pension and pension arrears payable on account of revision in pay scales.
7.48.10	Obtain ECS mandate from Pensioner (A/c No. & MICR code of the Bank)
7.48.11	Capture data of Pensioner from employee database of HRMS relating to Name, Grade, UIN, Date of birth, Date of Retirement, Date commutation, Basic Pension, mode of payment, A/c no. and MICR code on the Payroll Module used for disbursement of pension.
7.48.12	Capture DA rates in pension module at half yearly intervals
7.48.13	Preparation of pension roll for payment of monthly pension using the software package
7.48.14	Obtain details of Gratuity and Encashment of leave paid during the current financial year and IT & EC deducted thereon and capture the details in the software for assessing the taxable income for the year.
7.48.15	Obtain details of salary paid up to the date of retirement and capture the same in the software for assessing the taxable income for the year.
7.48.16	Obtain declaration of savings from the pensioners regarding savings to be made by them during the current financial year for the purpose of IT deduction through Self Service Module.

7.48.17	Obtaining Life Certificate, Non-marriage, Non-Employment Certificate from Pensioners/ Family Pensioners. Scrutiny and Review of the certificates and stoppage of pension from January wherever certificate is not in order or not received.
7.48.18	Maintaining data base viz. Address, Telephone numbers and PAN of Pensioners.
7.48.19	Verification of actual savings made by the Pensioners and capturing the same in the software.
7.48.20	Effecting recoveries towards electricity/ telephone charges, monthly rent etc. in respect of pensioners wherever advised by the concerned Department.
7.48.21	Assessment of IT and effecting monthly recovery of IT and EC and remittance of the same to IT Authorities.
7.48.22	Issue of Form 16, IT review sheets
7.48.23	Maintenance of Pension Fund Register and issue of Balance Confirmation of pension fund A/c with AES on monthly basis.
7.48.24	Maintaining data in respect of all pensioners (of HO and all ROs, SO, TEs) and capturing the data directly in the pension software, for disbursement of monthly pension.
7.48.25	Generating reports P1 to P5 in respect of all Pension optees, Pensioners and Family Pensioners for actuarial valuation of pension liability.
7.48.26	Provision for Pension Revision and calculation of arrears, if any.
7.48.27	Linking pension details with salary details of pensioners who are employed in Bank. (Family Pension cases)
7.48.28	No. of pensioners, separately indicating the types of pensioners, the amount of pension, date of retirement, last drawn pay and other details, for all offices
7.48.29	No. of family pensioners, separately indicating the rates of pension, the amount of pension, name of employee in respect of whom the family pension is being paid and other details, for all offices
7.48.30	No. of ex-gratia recipients, separately indicating the date of retirement, last drawn pay and other details, for all offices
7.48.31	No. of family ex-gratia recipients, separately indicating the name of employee in respect of whom the ex-gratia is being paid and other details, for all offices
7.48.32	No. of Pension Optees and Contributory Provident Fund Optees separately
7.48.33	Details of pensioners who have availed benefits of addition to qualifying service
7.48.33.1	Ø On Educational Qualification & Experience as considered essential by the Bank at the time of recruitment
7.48.33.2	Ø On Military Service
7.48.33.3	Ø On Premature Retirement
7.48.33.4	Ø On Premature Retirement
7.48.34	Counting of Period of Deputation
7.48.35	Counting of service rendered in other organisations
7.48.36	Details of serving employees who have requested for benefits and request has been acceded to
7.48.37	Details of serving / retired employees who have requested for benefits and request has been rejected
	Details of serving / retired employees who have requested for benefits and



7.48.38	request is under consideration / in correspondence
7.48.39	Details of Court cases, their status, outcome, linkages with other cases, tracking mechanism with facility to generate automatic system alerts for dealing staff, email alerts to dealing Regional Office and Legal Dept.
7.48.40	Database of letters received, dispatched, with relevant tracking mechanism for ascertaining the position. To also include MIS reports automatic or manual generation regarding pending status
7.48.41	Database on the various forums/ associations of pensioners, their contact details, demands, etc.
7.48.42	Database on references from Govt. /VIPs and tracking mechanism
7.48.43	Analytical and Forecasting tools relating to Pension
7.48.44	Tools for extracting the above statistical information in full or in parts with a user specified report generation
7.48.45	Tools for calculating pension, family pension, exgratia using user-provided data input along with instructions from instruction/ statistical database
7.48.46	Calculating number of persons retiring at a particular point of time in future and calculating from the same number of persons who are pension optees.
7.48.47	Projecting pension on basis of Pay expected at tune of retirement [up-to 5 years in advance] taking into consideration the existing pay and expected pay in the intervening period as per the rules of the Bank.
7.48.48	Calculating Total outgo on pension / ex-gratia on annual basis given the no of retired employees, future retirees and pay and Dearness relief and inputs from Section II above
7.48.49	Calculation of Total outgo as at (e) above and the expected rate of contribution to the Fund calculated on the basis of projected salary as at (d) above
7.49	Retirement Benefits
7.49.1	Provident Fund
7.49.1.1	Allot PF Index numbers to each employee
7.49.1.2	Capturing employee-wise data for exercising option for Subscription(ES), Emp. Additional Subs.(EAS), Recovery
7.49.1.3	RO-wise/employee-wise calculation and reports of Provident Fund remittances, the Fund Manager, (with breakup of amounts for Bank's Contribution based on standard rate, Employees Subscription, Employees' Additional Subscription, Recovery Towards Advance in separate reports) in two sets - one for transferable employees and another for non-transferable employees
7.49.1.4	Provision for capturing of Supplementary Remittance for staff members on deputation
7.49.1.5	Generation of reports for employees where monthly subscription is not remitted during a month
7.49.1.6	Capture details of PF advances/withdrawals of Subscribers
7.49.1.7	Generation of PF schedules & automatically update individual balance and output in e-form for onward submission to PF Authority for updation of their records
7.49.1.8	Provision for calculation of administrative expenditure payable to the Funds Manager for maintenance of PF accounts based on set criteria, which requires capturing the criteria in the system.
7.49.1.9	Provision for online application by an employee for withdrawal or advance for eligible purposes and refund on retirement or exit from PF - rules for

	eligible purposes and maximum allowable limits to be captured in the system.
7.49.1.10	Scrutiny of the applications received for verification of correctness in filling of all the columns, signature verification, supporting documents.
7.49.1.11	Facility to check eligibility in accordance with PF regulations and Prepare sanction memorandum.
7.49.1.12	Preparation of the sanction memorandum as per prescribed format in which employee details are to be captured from HRMS; forwarding the sanction memo with the employee's application to appropriate authority.
7.49.1.13	Maintaining details of receipt of amount from Fund Manager and release to employee in case of withdrawal or advance for eligible purposes (in instalments in case of housing purposes) from employee subscription portion. Release of both employee portion and bank's contribution to employee on retirement or exit, if employee opted for CPF, otherwise bank's contribution goes to Pension Fund (not to employee).
7.49.1.14	Facility to generate recovery advice for payroll desk in case of PF advance - Link with payroll and also monitor outstanding balances of advance.
7.49.1.15	Maintaining details of documentary evidence submitted for ensuring use of PF withdrawal/ advance for intended purpose.
7.49.1.16	Facility for conversion of PF advance to PF withdrawal
7.49.1.17	On-line application from employee for addition or change in nomination, name (after marriage), correction in the name, surname, birth date etc. and forwarding it to Fund Manager along with supporting documents for necessary action at their end - scrutiny of the details.
7.49.1.18	Updation of records after acceptance of nomination and correction by Fund Manager
7.49.1.19	Provision to identify discrepancies in PF statements and effect correction/changes in date of birth, nominee name, etc.
7.49.1.20	Generate monthly returns:
7.49.1.21	Consolidated Statement of Centre-wise contributions received during the month
7.49.1.22	Statement showing details of input data sent by Fund Manager in IP-1 to 5
7.49.1.23	Statement detailing the variations found during the current month on comparison with previous month.
7.49.1.24	Statement detailing the Centre & Subscriber-wise opening balances, monthly transactions as well as closing balances for the month
7.49.1.25	Ability to every Employee to view his PF statement through Self Service Module.
7.49.1.26	Statement showing details of staff transferred between centres after last payroll processing
7.49.1.27	Subscriber-wise Statements for distribution to subscribers and for records
7.49.1.28	Details in respect of Subscribers having withdrawn at least 75% of their balance gratuity employees and forwarding them to HRMD-Leave section for recording in service sheets.
7.49.1.29	Online receipt of applications for payment of Gratuity.
7.49.1.30	Listing the recovery dues.
7.49.1.31	Calculation of eligible amount of gratuity payment, preparation of scrutiny note for sanction.
7.49.1.32	Maintaining details of payment after effecting recovery of dues and deduction of income-tax on taxable portion over the exemption limit. Compilation of data for transmission to Gratuity.

7.49.1.33	Trust for reimbursement to the Bank
7.49.1.34	Calculating Bank's Tax and Tax on Tax
7.49.1.35	Making IT payment before 7th of subsequent month.
7.49.1.36	Issue of Gratuity Certificates based on the request of the employees.
7.49.2	Terminal Benefit (Pension, Gratuity, Leave encashment, and PF) Management
7.49.2.1	Support Pension Calculation - Regular/Family Pension and Payment of Double Pension etc.
7.49.2.2	Support pension settlement and commutation calculation
7.49.2.3	Ability to intimate the employees three months before their retirement about PF, Gratuity and Pension claim forms etc. and ability to capture the required information online through employee self-service.
7.49.2.4	Support pension processing for pensioners
7.49.2.5	Support processing and approval of pension applications
7.49.2.6	Support to generate pension advices (first time pension settlement and also monthly pension payment)
7.49.2.7	Facility to generate pension register / certificate
7.49.2.8	Provision to maintain nominee details to facilitate pension settlement
7.49.2.9	Facility to store the details of family pensioners such as nature of relationship with the pensioner, family pensioner's date of birth etc.
7.49.2.10	Should be integrated with payroll system
7.49.2.11	Facility for accounting & recording/generating of instruments for payments
7.49.2.12	Facility to accommodate & calculate for revised pension as per Bipartite settlement & Bank Officer Service Regulations
7.49.2.13	Support earmarking lien on PF and gratuity payable to an employee
7.49.2.14	Support PF settlement process including generation of settlement sheets and relevant vouchers for accounting
7.49.2.15	Support VPF, percentage basis and amount basis
7.49.2.16	Support recording of the clearance from vigilance / audit / salary sections for PF claims
7.49.2.17	Provision for retention of PF amount after settlement of PF claim (in case the employee opt for the same)
7.49.2.18	Support payment of retention amount of PF as per user defined terms
7.49.2.19	Support PF loans processing separately for refundable loans and non-refundable withdrawal with a facility to confine number of sanctions. These details should be reflected in the employee's PF slip.
7.49.2.20	Support forfeiture of PF (Bank contribution) and gratuity to the extent of loss suffered by the Bank in case of dismissed employees.
7.49.2.21	Provision to be made in case PF is paying more interest than the govt. prescribed, so as to arrive at the taxable portion amount to be reckoned
7.49.2.22	Support to credit the amount of interest at prescribed rate to PF accounts (Half yearly, Quarterly or monthly) depending upon yield earned from investment in securities. The system should handle interest processing
7.49.2.23	Financial accounting of PF Trust: Reconciliation of bank account of the PF trust
7.49.2.24	Module for investment of funds of SPF, Pension, Gratuity
7.49.2.25	Generation of form M, L etc. to various labour authorities in respect of

	Gratuity payable/paid ; Calculation ,Sanction & Disbursal of Gratuity
7.49.2.26	Provision to generate data to be given to Actuary
7.49.2.27	Should incorporate the existing systems & procedures, regulations of each trust viz., Provident Fund, Pension Fund & Gratuity Fund including investments
7.49.2.28	Periodical interest calculation of P.F Temporary withdrawals & generation of interest notices, default notices etc.
7.49.2.29	Investment module should include pattern of investment as per Government Policy & MIS including yield on security wise, maturity wise, type of security wise etc.
7.49.2.30	Accounting module for PF, Pension and Gratuity including daily, quarterly, yearly Trial Balance, Balance Sheet and Profit & Loss Account, MIS etc.
7.49.2.31	Ex-Gratia payment to employees - Supporting Reports and Accounting
7.49.2.32	Facility to calculate revised pension for errors, if any.
7.49.2.33	Provision for restoration of commuted portion of pension
7.49.2.34	Generation of PPO
7.49.2.35	Payment of Interest to Reinstated / Missing employees
7.49.2.36	Calculation and Payment of Gratuity, Forfeiture of Gratuity and Reimbursement Details of Gratuity to controlling Offices
7.49.2.37	Final Monthly Tally program to Reconcile Statements, Withheld Amount, Transfer-in , Transfer-out etc. in respect of Own Contribution of Pf , Bank's contribution of Pf and VPF with actual amount in General Ledger
7.49.2.38	Segregation of Eligible Amount of VPF eligible for interest and amount ineligible for payment of interest.
7.49.2.39	Facility to transfer part amount of VPF to main amount eligible for interest.
7.49.2.40	Auto Reduction of Non-Refundable Withdrawal (NRW) from the Member's PF Contribution.
7.49.2.41	Provision to incorporate work allocation ( office order ) - officiating allowance
7.49.2.42	Aspects of PTS-off-rolls covered (PTS stands for Part Time Sweepers)
7.49.2.43	Supporting NPS (National Payment System) in respect of employees who have joined the Bank on or after 01.02.2010-Deduction of monthly contribution ,uploading of contribution to NSDL (CRA) infrastructure along with Bank contribution , generation of reports ,MIS etc.
7.49.2.44	Release of PF change on the property on closure of Housing Loan and non-refundable withdrawal or after settlement of Pf dues on cessation of service.
7.49.2.45	Processing/sanctioning of claims under various staff welfare schemes (27 schemes) at HO level, generation of vouchers & passing necessary accounting entries.
7.49.3	Pension Gratuity & PF
7.49.3.1	Support Terms & Conditions for Pension Payment and Calculation Process
7.49.3.2	Calculation of liabilities of employee.
7.49.3.3	Support pension calculation as per the rule of The Bank.
7.49.3.4	Pension payment of executives as per guidelines
7.49.3.5	Support pension settlement and commutation calculation Ability to intimate

	the employees three months before their retirement about PF, Gratuity and Pension claim forms etc.
7.49.3.6	Support for revision of DA and calculation of pension every Half Year - August & February.
7.49.3.7	Application of Family Pension.
7.49.3.8	Support calculation of Family Pension.
7.49.3.9	Support in linking / integrating pension with Income Tax Return - calculation of Tax
7.49.3.10	Support relating to returns relating to Pension payment
7.49.3.11	Welfare measures for pensioners - terms - application for facilities like mediclaim and others or user defined parameters
7.49.3.12	Eligibility and terms for payment and calculation of Ex-Gratia
7.49.3.13	Support for payment of Family Ex-Gratia
7.49.3.14	Details of provisional pension being paid
7.49.3.15	Pension Package interface with pensioners or Pensioners Self Service
7.49.3.16	Obtain Pension Slip, /PPO
7.49.3.17	Obtain details of Pension received financial year. Calculation of Tax by putting admissible deductions in Tax window
7.49.3.18	Update personal details i.e. address, Tel. No. etc.
7.49.3.19	Apply for admissible payment schemes.
7.49.3.20	Capability to allot PF Number to new employees and maintenance of PF accounts.
7.49.3.21	Mapping of PF accounts with Salary of respective staff members for credit of prescribed monthly contribution from salary
7.49.3.22	Support to credit the amount of interest at prescribed rate to PF accounts (Half Yearly, Quarterly or Monthly) depending upon yield earned from investment in securities. The system should handle interest processing
7.49.3.23	Generation of PF Statement on Half Yearly/ user defined basis.
7.49.3.24	Reconciliation of PF Trust Account with Bank account
7.49.3.25	Maintenance of record of nomination/amendment in nomination for PF, Gratuity etc.
7.49.3.26	Marking of lien on PF & Gratuity with reasons thereof.
7.49.3.27	Support PF settlement process including generation of settlement sheets and relevant vouchers for accounting
7.49.3.28	Support VPF, percentage basis and amount basis
7.49.3.29	Support online application for PF loans as per prescribed application forms (soft copy), processing of PF loan applications as per user defined parameters in respect of refundable loans/ non-refundable withdrawals.
7.49.3.30	Support online sanction of refundable loan/ non-refundable withdrawals by appropriate competent/ sanctioning authority.
7.49.3.31	Maintenance of Loan ledgers. Trigger for due dates on maturity of securities.
7.49.3.32	Support recording of the clearance from vigilance / audit /salary sections for PF claims
7.49.3.33	Support forfeiture of PF (Bank contribution) and gratuity to the extent of loss suffered by The Bank in case of dismissed employees.
7.49.3.34	Support giving effect of dismissal of employee to payment of PF amount.

7.49.3.35	Support calculation of Gratuity payable to employees on superannuation as per Rules & regulations of Gratuity Act as well as Service Regulations/ Bi-partite settlements.
7.49.3.36	Provision to be made in case if PF is paying more interest than the govt. prescribed, so as to arrive at the taxable portion amount to be reckoned
7.49.3.37	Financial accounting of PF Trust: Reconciliation of bank account of the PF trust
7.49.3.38	Generation of form M, L etc. to various labour authorities in respect of Gratuity payable/paid
7.49.3.39	Provision to generate data to be given to Actuary
7.49.3.40	Should incorporate the existing systems & procedures, regulations of each trust viz., Provident Fund, Pension Fund & Gratuity Fund including investments
7.49.3.41	Module for investment of funds of SPF, Pension, Gratuity
7.49.3.42	Investment module should include pattern of investment as per Government Policy & MIS including yield on security wise, maturity wise, type of security wise etc.
7.49.3.43	Accounting module for PF, Pension and Gratuity including daily, quarterly, yearly Trial Balance, Balance Sheet and Profit & Loss Account, MIS etc.
7.49.3.44	Capability to maintain records of Voluntary Retirement/ Resignation as follows as also on other user defined parameters - Rules/ Regulations/ Conditions applicable.
7.49.3.45	Format of the Note to be placed before the Competent Authority.
7.49.3.46	Letter to Regional Office/Circle after acceptance.
7.49.3.47	Capability to prepare - Retirement Letter.
7.49.3.48	List of Retired / VRS Employees on Annual/Half Yearly/Quarterly/ Monthly Basis. Date of superannuation wise Seniority List.
7.49.3.49	Register of VRS/ Resignations.
7.49.3.50	Claim Forms in respect of settlement of PF/BCPF/GF/ Pension
7.49.3.51	Guidelines for completion/ filling up of forms.
7.49.3.52	Capability to maintain / process deceased claims as follows as also on other user defined parameters -
7.49.3.53	Compassionate Appointments.
7.49.4	Ex-Gratia Payments
7.49.4.1	Capability to maintain - Rules & Guidelines
7.49.4.2	Relevant Forms.
7.49.4.3	Register
7.49.4.4	Provision for Gift in case of retirement as superannuation Maintenance of Group Savings Linked Insurance (GSLI) and other insurance schemes.
7.49.4.5	Recording Rules & regulations of GSLI Membership and Claims under the Policy.
7.49.4.6	Support credit of monthly premium to LIC as per category of employee after deduction of the same from their salary.
7.49.4.7	Lodgments of claim with LIC for saving portion in respect of retirees.
7.49.4.8	Support generation of GSLI Statement on half yearly/ user defined periodicity.
7.49.4.9	Support generation of required papers / documents for lodgment of GSLI claim in case of death of employee/ spouse.

7.49.4.10	Reconciliation of GSLI Account with Bank account
7.49.5	NEW PENSION SCHEME (NPS)
7.49.5.1	Covering of employees who joined after 01.04.2010 in New Pension Scheme as per requirement.
7.49.5.2	Keeping track of PRAN Accounts opened with NSDL
7.49.5.3	Transferring of monthly contribution under NPS to NSDL for PRAN holders.
7.49.5.4	Reminder to non PRAN holders for submission of Subscriber Registration Form Calculation of arrears, if any.
7.49.5.5	Notification should be generated by the system in case a PRAN holder employee resigns, and appropriate shifting of PRAN.
7.49.5.6	Provision for interest calculation of funds, not transferred to NSDL.
<b>Work Sheet Total</b>	<b>Terminal Benefits + Separations</b>

Date

Signature with seal

Name :

Designation :

Annexure-11

Undertaking of Authenticity for Selection of Service Provider for Implementation, Integration, Migration and Maintenance of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model

SUB: RFP for Selection of Service Provider for Implementation of Secure HRM Solution on ASP Hosted (OPEX) Model.

Ref: Your RFP 02/2022-23 dated 29/07/2022

We hereby undertake that all the components/parts/assembly/software's used in the Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model under the above like Hard Disk, Monitors, Memory etc. shall be original new components /parts /assembly /software only from respective OEMs of the products and that no refurbished / duplicate / second hand components / parts / assembly / software are being used or shall be used.

We also undertake that in respect of Licensed Operating System/Software if asked for by you in the purchase order the same shall be supplied along with the authorized license certificate (e.g. Product Keys on Certification of Authenticity in case of Microsoft Window Operating System/Software) and also that it shall be sourced from the authorized source (e.g. Authorized Microsoft Channel in case of Microsoft Operating System).

We confirm that the OS and software is free from bugs, malware, covert channels in code etc.

Should you require we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with the above at the time of delivery or during installation, for the IT Hardware/Software already billed, we agree to take back the Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model without demur, if already supplied and return the money if any paid to us by you in this regard.

Date

Signature with seal

Name :

Designation :



**Annexure-12**

**Compliance Statement**

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**

**Ref: Your RFP 02/2022-23 dated 29/07/2022**

**DECLARATION**

**We understand that any deviations mentioned elsewhere in the bid will not be considered and evaluated by the Bank. We also agree that the Bank reserves its right to reject the bid, if the bid is not submitted in proper format as per subject RFP.**

<b>Compliance</b>	<b>Compliance (Yes / No)</b>	<b>Remarks / Deviations</b>
<b>Terms and Conditions</b>		
<b>Technical Requirements for Secure Enterprise- Class HRM Solution on ASP Hosted (OPEX) Model as per Annexure-9</b>		
<b>Scope of Work as per Annexure-10</b>		

(If left blank it will be construed that there is no deviation from the specifications given above)

Date

Signature with seal

Name :

Designation :

**Annexure-13**

**Undertaking Letter Format**

- a. We understand that Bank shall be placing Order to the Selected Bidder exclusive of taxes only.
- b. We also confirm that we have quoted the solution with GST only.
- c. We also confirm that in case of invocation of any Bank Guarantees submitted to the Bank, we will pay applicable GST on Bank Guarantee amount.
- d. We are agreeable to the payment schedule as per “Payment Terms” of the RFP.
- e. We here by confirm to undertake the ownership of the subject RFP.
- f. We also confirm that we have quoted rates (as per terms and conditions of the tender), giving the rates/price in Bill of Material (BOM).
- g. We hereby undertake to provide necessary hardware with latest product and software with latest version and any third party licenses with latest version required for the implementation of the Solution. The charges for the above have been factored in Bill of Material (BOM), otherwise the Bid is liable for rejection. We also confirm that we have not changed the format of BOM.

Date

Signature with seal

Name :

Designation :

**Annexure-14**

**Escalation Matrix**

SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.

Ref: Your RFP 02/2022-23 dated 29/07/2022

Name of the Company:

Implementation Related Issues:

Sl. No.	Name	Designation	Full Office Address	Phone No.	Mobile No.	Fax	Email address
a.		First Level Contact					
b.		Second level contact (If response not received in 24 Hours)					
c.		Regional/Zonal Head (If response not recd in 48 Hours)					
d.		Country Head (If response not recd in One week)					
e.		Order to be placed on					

Service Related Issues:

Sl. No.	Name	Designation	Full Office Address	Phone No.	Mobile No.	Fax	Email address
a.		First Level Contact					
b.		Second level contact (If response not received in 4 Hours)					
c.		Regional/Zonal Head (If response not recd in 24 Hours)					
d.		Country Head (If response not recd in 48 Hours)					

Any change in designation, substitution will be informed by us immediately..

Date

Signature with seal

Name :

Designation :

**Annexure-15**  
**Manufacturer Authorization Form**

[Note: This Format Letter should be on the letterhead of the manufacturing concern/Distributor and should be signed by an Authorized Signatory of the manufacturer.]

No. \_\_\_\_\_ dated \_\_\_\_\_

The General Manager  
Karnataka Vikas Grameena Bank  
Head office IT Division  
PB No 111, Belgaum Road  
Dharwad - 580008

Dear Sir,

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**

**Ref: Your RFP 02/2022-23 dated 29/07/2022**

We \_\_\_\_\_ who are established and reputed manufacturers of \_\_\_\_\_ having factories/development facilities at 1) \_\_\_\_\_ and 2) \_\_\_\_\_ do hereby authorize M/s \_\_\_\_\_ (Name and address of the Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We (Manufacturer/Indian Distributor) hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the solution, products/equipment and services offered against this invitation for tender offer by the above firm and will extend technical support and updates for our products for a period of Six years from the date of submission of this tender.

We (Manufacturer/Indian Distributor) also confirm that we will ensure all product updates (including management software updates and new product feature releases ) are provided by M/s .....for all the products quoted for and supplied to the bank during the Six year product warranty period. In case this is not considered while quoting and in the event M/s ..... fail in their obligations to provide the updates within 30 days of release/announcement, we hereby confirm that we will provide the same to the bank at no additional cost to the bank and we will directly install the updates and updates and any new Operating Software releases at the bank's premises.

Yours faithfully

(Name)

For and on behalf of  
M/s-----

**Annexure-16**

**Covering letter format for Commercial Bid**

[Note: This Covering letter should be on the letter head of Bidder and should be signed by an Authorized Signatory with Name and Seal of the Company]

Reference No:

Date:

The General Manager  
Karnataka Vikas Grameena Bank  
Head office IT Division  
PB No 111, Belgaum Road  
Dharwad - 580008

Dear Sir,

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**

**Ref: Your RFP 02/2022-23 dated 29/07/2022**

We thank you for providing us an opportunity to participate in the subject RFP. Please find our commercial offer as per **Annexure-17 Bill of Material** format of the subject RFP along with this covering letter.

We confirm to the terms & conditions stipulated in the RFP document, subsequent Amendments, if any, and the replies to the Pre-Bid Queries. We also confirm that we are agreeable to the payment schedule mentioned in the subject RFP.

Date

Signature with seal

Name :

Designation :

**Annexure- 17**  
**Bill of Material**

**SUB: RFP for Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.**

**Ref: Your RFP 02/2022-23 dated 29/07/2022**

**Notes**

1. These details should be on the letter head of Bidder and each & every page should be signed by an Authorized Signatory with Name and Seal of the Company.
2. Please be guided by RFP terms, subsequent amendments and replies to pre-bid queries (if any) while quoting.
3. Do not change the structure of the format nor add any extra items.
4. No counter condition/assumption in response to commercial bid will be accepted. Bank has a right to reject such bid.

**Table -A**  
**Price details of Enterprise class HRM Solution**  
**[Amount in Rupees]**

Sl No.	Item Description	Subscription cost per user per year.	Total no. of users.	Total No. of Years.	Total Cost.
		A	B	C	D=(AxBxC)
1.	Employee Record Management		5,000	5	
2.	Performance Appraisal		5,000	5	
3.	Transfers & Promotions		3,500	5	
4.	Payroll		5,000	5	
5.	Leave Management		3,500	5	
6.	Staff Re-imbursements and Welfare		3,500	5	
7.	Terminal Benefits + Separations		3,500	5	
8.	One Time Implementation cost should not be more than one year subscription cost.	NA	NA	NA	

**Charges mentioned in above Table-A should be valid till 5 years from the date of commercial bid opening. Quantity mentioned in above Table-A is indicative only. Bank will procure the same as when required.**

**Undertaking**

- i. Bill of material is submitted on the letter head and is signed by an Authorized Signatory with Name and Seal of the Company.

- ii. We confirm that we have gone through RFP clauses, subsequent amendments and replies to pre-bid queries (if any) and abide by the same.
- iii. We have not changed the structure of the format nor added any extra items. We note that any such alternation will lead to rejection of Bid.
- iv. We agree that no counter condition/assumption in response to commercial bid will be accepted by the Bank. Bank has a right to reject such bid.
- v. We are agreeable to the payment schedule as per “Payment Terms” of the RFP.

Date

Signature with seal

Name :

Designation :

## Appendix -A

### Instructions to be noted while preparing/submitting Part A- Conformity to Eligibility Criteria

The Proposal should be made in an organized, structured, and neat manner. Brochures / leaflets etc. should not be submitted in loose form. All the pages of the submitted bids should be filed and paginated (serially numbered) with seal and signature of the authorized signatory. **All the Annexures should be submitted in Bidder's Letter Head.**

- 1) Index of all the documents submitted with page numbers.
- 2) Cost of Tender document by way of DD payable at Dharwad.
- 3) Earnest Money Deposit (EMD)/Bank Guarantee in lieu of EMD.
- 4) Power of Attorney / Authorization letter signed by the Competent Authority with the seal of the bidder's company / firm in the name of the person signing the tender documents.
- 5) Checklist as per **Annexure-1**.
- 6) Bid Covering letter as per **Annexure-2**.
- 7) Eligibility Criteria declaration as per **Annexure-3** with documentary proof in support of the Eligibility Criteria.
- 8) Bidder's Profile as per **Annexure-4**.
- 9) Track Record of Past Implementation of Projects as per **Annexure-6**.
- 10) Non-Disclosure Agreement as per **Annexure-7**.
- 11) Write up on the Work Experience / Expertise of Selection of Service Provider for Implementation of Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model.
- 12) Bidder should have central help Desk available on 9AM to 9PM on all working days of the Bank for support and compliant booking. Details of the Help Desk phone no. & email ID has to be provided.



## Appendix-B

### Instructions to be noted while preparing/submitting Part B- Technical Proposal

The Technical Proposal should be made in an organized, structured, and neat manner. Brochures / leaflets etc. should not be submitted in loose form. All the pages of the submitted bids should be filed and paginated (serially numbered) with seal and signature of the authorized signatory. **All the Annexures should be submitted in Bidder's Letter Head.** Technical Offer for this RFP shall be made as under:

- 1) Index of the entire document submitted with page numbers.
- 2) Technical Bid Covering Letter as per **Annexure-8**.
- 3) Compliance to Technical Requirements for **Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model** should be complete with all columns filled in as per **Annexure-9**.
- 4) Compliance to Scope of Work as per **Annexure-10**.
- 5) Undertaking of Authenticity for Selection of Service Provider for Implementation, Integration, Migration and Maintenance of Secure HRM Solution on ASP Hosted (OPEX) Model as per **Annexure-11**.
- 6) Compliance Statement as per **Annexure-12**.
- 7) Undertaking Letter as per **Annexure-13**.
- 8) Escalation Matrix as per **Annexure-14**.
- 9) Manufacturer/Authorized Distributor in India Authorization Form as per **Annexure-15**.
- 10) Masked bill of Material as per **Annexure-17**.
- 11) The Bidder to submit a certificate / letter from OEM that the proposed **Secure Enterprise-Class HRM on ASP Hosted (OPEX) Model**, OS, any other related software and the solution offered by the bidder to the Bank are correct, viable, technically feasible for implementation and the solution will work without any hassles in all the locations.
- 12) Technical Documentation (Product Brochures, leaflets, manuals, drawings).
- 13) A detailed list of the other Infrastructure required and any other precautions to be undertaken should be given in detail along with the Technical Proposal.
- 14) Bidder has to provide detailed proposed BOM each line item wise for all **Secure Enterprise-Class HRM Solution on ASP Hosted (OPEX) Model**, for 5 years as part of Technical Bid.
- 15) The solution should conform to all the industry level certifications like ISO 27001:2013, SSAE/SOC, SOC 2, SOC 3, ISO27018, etc. The bidder has to submit Copy of these Certifications in the Technical Bid and the same should be valid till the Contractual Period. If the same is not valid till the Contract Period, bidder has to submit Undertaking that the same shall be renewed as and when due for renewal till the Contractual period.
- 16) In case of additional hardware / software requirement to integrate with the existing AD Solution of the Bank, bidder has to conduct the Site Survey and provide the recommendations of such requirement in the technical bid.
- 17) The bidder should submit proposed Solution Document, High Level Architectural Document and Migration Plan, all vetted by the OEM, in the technical Bid.

- 18) The bidder shall provide detailed integration plan of the proposed solution with the Bank's DC and DRC Infrastructure along with the bandwidth requirements, in the technical bid.
- 19) If Bidder has proposed Solution over third Party/ OEM's Cloud Infrastructure, the details of agreement with cloud service provider has to be submitted along with Technical Bid.

## Appendix-C

### Instruction to be noted while preparing/submitting Part C-Commercial Bid ()

The commercial Bid should be made in an organized, structured, and neat manner. Brochures / leaflets etc., should not be submitted in loose form. All the pages of the submitted bids should be filed and paginated (serially numbered) with seal and signature of the authorized signatory. **All the Annexures should be submitted in Bidder's Letter Head.**

The suggested format for submission of commercial Offer for this RFP is as follows:

- 1) Bidder's Covering letter as per **Annexure-16**.
- 2) Bill of Materials as per **Annexure-17**.

**Appendix -D**  
**Bank Guarantee Format for Earnest Money Deposit**

To: The General Manager  
KVG Bank  
Head Office IT Division  
P B No111, Belgaum Road  
DHARWAD

WHEREAS \_\_\_\_\_(Name of Tenderer) (hereinafter called "the Tenderer" has submitted its tender dated \_\_\_\_\_ (Date) for the execution of (Name of Contract)\_\_\_\_\_ (hereinafter called "the Tender") in favour of \_\_\_\_\_ hereinafter called the "Beneficiary";

KNOW ALL MEN by these presents that we, \_\_\_\_\_(name of the issuing Bank), a body corporate constituted under the \_\_\_\_\_ having its Head Office at \_\_\_\_\_ amongst others a branch/office at \_\_\_\_\_ (hereinafter called "the Bank" are bound unto the Beneficiary for the sum of Rs \_\_\_\_\_(Rupees \_\_\_\_\_ only) for which payment well and truly to be made to the said Beneficiary, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the Tenderer withdraws its Tender during the period of Tender validity specified in the Tender; or
- (b) If the Tenderer having been notified of the acceptance of his Tender by the Beneficiary during the period of Tender validity;
  - (i) fails or refuses to execute the Agreement, if required; or
  - (ii) fails or refuses to furnish the performance security, in accordance with clause \_\_\_\_\_ of conditions of Contract.

We undertake to pay to the Beneficiary up to the above amount upon receipt of his first written demand without the Beneficiary having to substantiate his demand, provided that in his demand the Beneficiary will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein

- i) Our liability under this Bank Guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)
- ii) This Bank Guarantee is valid up to \_\_\_\_\_ and
- iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_ (mention period of guarantee as found under clause (ii) above plus claim period)

Dated \_\_\_\_\_ day of \_\_\_\_\_ 2022.

(SIGNATURE & SEAL OF THE BANK)

This Bank guarantee should be confirmed through SFMS by the issuing Bank and the details are as follows

Name of the Bank: KVG Bank

Name of the Branch : Head office

IFSC Code: KVGB0000001

**Appendix-E**  
**Proforma of Bank Guarantee for Contract Performance**

(To be submitted on Non-Judicial stamp paper of appropriate value Purchased in the name of the issuing Bank)

To: The General Manager  
KVG Bank  
Head Office IT Division  
P B No111, Belgaum Road  
DHARWAD

WHEREAS (Name and address of M/s XXXX Ltd (hereinafter referred to as “the CONTRACTOR”) has undertaken to supply, transportation, transit insurance, local delivery and installation insurance up to Acceptance by the bank, Acceptance testing and also includes documentation, warranty, annual maintenance, if contracted, and training or demo of your personnel related to **Selection of Service Provider for Implementation, of Secure HRM Solution on ASP Hosted (OPEX) Model** as per their Contract dated \_\_\_\_\_ with you (hereinafter referred to as “the CONTRACT” )

AND WHEREAS in terms of the Conditions as stipulated in the Contract, the CONTRACTOR is required to furnish, a Bank Guarantee by way of Performance Guarantee, issued by a Scheduled Bank in India, in your favour, as per Clause \_\_\_\_\_ of the CONTRACT, to secure due and satisfactory compliance of the obligations by the CONTRACTOR on their part, in accordance with the CONTRACT, (which guarantee is hereinafter called as “the PERFORMANCE GUARANTEE”)

AND WHEREAS the CONTRACTOR has approached us, (Name of the issuing Bank) for providing the PERFORMANCE GUARANTEE,

AND WHEREAS in consideration of the fact that the CONTRACTOR is our valued constituent and the fact that he has entered into the CONTRACT with you, WE (Name of the Bank) having our Registered Office at, \_\_\_\_\_ and local office at \_\_\_\_\_, India have agreed to issue the PERFORMANCE GUARANTEE,

THEREFORE WE (Name of the issuing Bank) through our local office at \_\_\_\_\_ India furnish you the PERFORMANCE GUARANTEE in manner hereinafter contained and agree with you as follows:

We (Name of the issuing Bank), undertake to indemnify you and keep you indemnified from time to time to the extent of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) an amount equivalent to 10% of the Contract Price against any loss or damage caused to or suffered by or that may be caused to or suffered by you on account of any breach or breaches on the part of the CONTRACTOR of any of the terms and conditions contained in the Contract and in the event of the CONTRACTOR default or defaults in carrying out any of the work or discharging any obligation in relation thereto under the CONTRACT or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding the sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) may be claimed by you on account of breach on the part of the CONTRACTOR of their obligations in terms of the CONTRACT.

Notwithstanding anything to the contrary we agree that your decision as to whether the CONTRACTOR has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to

ask you to establish your claim or claims under Performance Guarantee but will pay the same forthwith on your demand without any protest or demur.

This Performance Guarantee shall continue and hold good until it is released by you on the application by the CONTRACTOR after expiry of the relative guarantee period of the Contract and after the CONTRACTOR had discharged all his obligations under the Contract and produced a certificate of due completion of the work under the Contract and submitted a "No Demand Certificate" provided always that the guarantee shall in no event remain in force after the day of \_\_\_\_\_ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of three months from the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.

Should it be necessary to extend Performance Guarantee on account of any reason whatsoever, we undertake to extend the period of Performance Guarantee on your request under intimation to the CONTRACTOR till such time as may be required by you. Your decision in this respect shall be final and binding on us.

You will have the fullest liberty without affecting Performance Guarantee from time to time to vary any of the terms and conditions of the Contract or extend the time of performance of the Contract or to postpone any time or from time to time any of your rights or powers against the CONTRACTOR and either to enforce or forbear to enforce any of the terms and conditions of the Contract and we shall not be released from our liability under Performance Guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the CONTRACTOR or any other forbearance, act, or omission on your part or any indulgence by you to the CONTRACTOR or by any variation or modification of the Contract or any other act, matter or things whatsoever which under law relating to sureties, would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) as aforesaid or extend the period of the guarantee beyond the said day of \_\_\_\_\_ unless expressly agreed to by us in writing.

The Performance Guarantee shall not in any way be affected by your taking or giving up any securities from the CONTRACTOR or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be of the CONTRACTOR.

In order to give full effect to the guarantee herein contained, you shall be entitled to act as if we were your principal debtors in respect of all your claims against the CONTRACTOR hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety ship and other rights, if any, which are in any way inconsistent with any of the provisions of Performance Guarantee.

Subject to the maximum limit of our liability as aforesaid, Performance Guarantee will cover all your claim or claims against the CONTRACTOR from time to time arising out of or in relation to the Contract and in respect of which your claim in writing is lodged on us before expiry of three months from the date of expiry of Performance Guarantee.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post it shall be deemed to have been given when the same has been posted.

The Performance Guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now

existing un-cancelled and that Performance Guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

The Performance Guarantee shall not be affected by any change in the constitution of the CONTRACTOR or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will endure to the benefit of and be available to and be enforceable by the absorbing or amalgamated company or concern.

The Performance Guarantee shall come into force from the date of its execution and shall not be revoked by us any time during its currency without your previous consent in writing.

We further agree and undertake to pay you the amount demanded by you in writing irrespective of any dispute or controversy between you and the CONTRACTOR.

Notwithstanding anything contained herein

- i. Our liability under this guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)
- ii. This guarantee shall be valid upto \_\_\_\_\_ and ;
- iii. We are liable to pay the guaranteed amount or any part thereof under this guarantee only and only if you serve upon us a written claim or demand at Dharwad on or before \_\_\_\_\_ (mention period of the guarantee as found under clause ii. above plus claim period).

We have the power to issue Performance Guarantee in your favour by statute and the undersigned has full power to execute Performance Guarantee under the Power of Attorney given to him by the Bank.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

For and on behalf of

\_\_\_\_\_ BRANCH MANAGER SEAL ADDRESS PLACE

This Bank guarantee should be confirmed through SFMS by the issuing Bank and the details are as follows

Name of the Bank: KVG Bank

Name of the Branch : Head Office

IFSC Code: KVGB0000001

**Appendix-F**

**Format for Sending Pre-Bid Queries**

<b>Sl. No.</b>	<b>Page No. of RFP</b>	<b>Clause No</b>	<b>RFP Clause</b>	<b>Bidder's Query</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>...</b>				
<b>...</b>				