

Tender Cost – Rs. 1000/-

KENDRIYA BHANDAR

(Central Government Employees Consumer Cooperative Society Limited., New Delhi)  
(Under Aegis of Govt. of India, Ministry of Personnel P. G. & Pensions.)

Tender Document

For

“Development/customization/Implementation of Software for  
Stationary Division of Kendriya Bhandar”

(Tender no. KB/IT/Sty-SW/2014/1)

(All pages of this document except for Commercial-bid to be submitted in original duly signed on each page along with the technical bid envelope. The Commercial bid in original is to be enclosed in a separate sealed envelope)

KENDRIYA BHANDAR

E-Wing, 1<sup>st</sup> Floor, Pushpa Bhawan, New Delhi-110062

Ph.011-29053780, Fax 011-29052150

[www.kendriyabhandar.org](http://www.kendriyabhandar.org)

### Invitation for Bids

KENDRIYA BHANDAR (KB) invites sealed bids; under two envelop system, from eligible bidders for Development/customization/Implementation of Software for Stationery Division. Interested eligible bidders may obtain further information from the office of KENDRIYA BHANDAR, New Delhi

Bids are invited for the work/ contract mentioned hereunder:

S No.	Particular	Description
1.	Scope of Work	Development/customization/Implementation of Software for Stationery Division, Kendriya Bhandar. (Annexure - 1)
2.	Tender Cost	Rs 1000.00 (Non-refundable) by Demand Draft in favour of Kendriya Bhandar Payable at New Delhi.
3.	Sale of Bid Document	27.09.2014
4.	Last date for submission of Bid	27.10.2014 :: 3:00 PM
5.	Date of opening of technical bid	27.10.2014 :: 4:00 PM
6.	Earnest Money	Rs 50,000/- (Rs Fifty Thousands Only) in the form of Demand Draft in favour of the Kendriya Bhandar payable at New Delhi.
7.	Place of opening of bids	Kendriya Bhandar, E-wing, 1 <sup>st</sup> Floor, Pushpa Bhawan Mandangir Road, New Delhi
8.	Address for communication	Kendriya Bhandar, E-wing, 1 <sup>st</sup> Floor, Pushpa Bhawan Mandangir Road, New Delhi Phone: 011-, Fax-

Note:

**The complete tender documents can be accessed & downloaded from [www.kendriyabhandar.org](http://www.kendriyabhandar.org). Please regularly check the website for any Changes/ modification/ amendment in the Tender Enquiry.**

**Those filling in the tender entries are advised to ensure that their tenders are complete in all respects all documents have been filled in and all supporting documents are Submitted. Incomplete tender enquiry is liable to be ignored/rejected.**

**Tender fee of Rs. 1000/- is to be deposited through DD in favor of Kendriya Bhandar**

**Mr Ashwani Kumar  
System Analyst**

**For Kendriya Bhandar**  
**Technical Bid**

Letter for Submission of tender

Dated.....,2014.

To  
Kendriya Bhandar  
E-Wing, 1<sup>st</sup> Floor,  
Pushpa Bhawan,  
New Delhi

Ref: -Tender for Development of application Software for Stationary Division against tender No.KB/IT/Sty-SW/2014/1 dated \_\_\_\_\_ due for opening on \_\_\_\_\_

Dear Sir,

Having examined the tender document relating to the Development/customization/Implementation of Software for Stationary Division as detailed in your tender, Conditions and scope of work etc, and having understood the provisions and requirements relating to the development and all other factors governing the tender, we here by submit our offer relating to the development of the proposed software in accordance with terms and condition, and confirm our acceptance to execute the order within the time period specified in the tender document at the rates quoted by us in the accompanying Technical & commercial Bid.

If, however, we fail to delivery and installation of the software as per the order after the tender document is accepted, we agree that M/s Kendriya Bhandar New Delhi shall have full authority to forfeit the earnest money and cancel our order with no obligation on their part.

We confirm having deposited earnest money of Rs 50000/- (Rupees Fifty thousand only) by Demand draft No.....dated .....drawn on..... Bank .....Branch attached here to and general information required are as per annexure attached.

We further confirm that: -

- i. We have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
- ii. We have sufficiently well-qualified manpower and necessary materials and after sales support to execute the order efficiently in the specified time schedule.
- iii. The quoted rates shall be valid till the completion of the order.
- iv. We further confirm that all chapters of the tender documents have been read, understood and signed and there is no deviation / discrepancy
- v. Terms & Conditions of tender should be returned along with technical bid duly signed by the tenderer as token of acceptance.

Signature of the Tenderer  
With stamp and date

GENERAL INFORMATION AND EMD DETAILS

1.	<u>Tender fee details</u> DD No and date: Amount in Rs. Name of the Bank:	
2.	<u>EMD Details</u> DD No and date: Amount in Rs. Name of the Bank:	
3	Name and Address of the tenderer:	
4	Contacts:	
5	Telephones:	
6	Fax:	
7	Email:	
8	Mobile No:	
9	Category of the tenderer (Whether Company, partnership firm or Proprietary concern)	
10	Name of Chief Executive Officer and Telephone No.	
11	Year of Establishment	
12	Sales Tax/Commercial Tax/CST Nos/Service Tax Ref. No (Copy to enclose)	
13	Income Tax PAN/GIR No.	
14	Yearly Turnover of the Last 3 Years (In Rs.)	2011-12 2012-13 2013-14
15	Name and Address of the Banker	
16	List of major clients and the size of orders executed	

Note: - Separate sheets may be attached wherever necessary.

Signature of the Tenderer  
With stamp and date

### Terms and Conditions

The bidding procedures and the terms of contract are prescribed here in under:

#### 1. Eligibility Criteria

The proposal is open to all qualified bidders who fulfill the following requirements:

1. The bidder should have executed at least one software implementation project for Retail/Inventory/Sales services in last one year the value of project must be more than Rs.10 Lakh.(Attach copy order)
2. Turn over for software sales and implementation should be at-least Rs 1 crore for each of last 3 consecutive years. (Relevant documents to be attached.)
3. Bidder should have development office in Delhi NCR (Last 1 year proof required electricity bill, landline bill, Bank statement (PSU)).

Note: - The Bidders should submit the documentary proof and information in support of each of the criteria listed above. If desired Kendriya Bhandar would carry out inspection of the development center to assess the capacity. Bidders not meeting the above criterion shall out rightly be rejected and their financial bid shall not be opened.

#### 2. Amendment in Bidding Document by the Competent Authority

At any time prior to the deadline for the submission of bids, the competent authority may, for any reason, whether on it's own or in response to a clarification requested for by a prospective bidder, modify the bidding document by way of amendment(s).

The prospective bidders having received the bidding documents will be notified of the amendment(s) only on the website [www.kendriyabhandar.org](http://www.kendriyabhandar.org) and such amendments shall be binding on them.

In order to allow reasonable time to the prospective bidders for taking into account such amendment(s), in the preparation of their bids, the competent authority, at its discretion, may extend the deadline for the submission of bids.

#### 3. Bid Price & Delivery Schedule

The bidders shall indicate on the prescribed Price Schedule. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and shall not be subject to variation on any account.

A bid submitted with an adjustable price will be treated as non-responsive and rejected.

Complete Product need to be delivered & installed in 180 days from date of order

#### 4. Forfeiture of the EMD

In the following events, the EMD deposited by the Bidder shall be forfeited –

If a Bidder withdraws its bid during the period of bid validity specified by the bidder on the bid Form: or In case of a successful Bidder, if the Bidder fails:

- (i) To accept the order
- (ii) To furnish performance security
- (iii) If the supplier, after accepting the purchase order fails to deliver the material/services as per timeline/as per scope of work.

5. Any alterations, erasures or overwriting shall be valid only if the person or persons signing the bid initial them.

#### 6. Scope of Work – Enclosed Annexure1

Development/customization/Implementation of software with the following modules

- Populating master table.
- Establishing linking between East Block Stationary Div and West Block Stationary Div table.
- Exporting the existing control table data into the new control table structure of Kendriya Bhandar Sty. div.
- Exporting the data in to the new data base structure of Kendriya Bhandar Sty. div.

#### 7. Payments and Billing

All payments will be made after successful completion of work to Kendriya Bhandar in duplicate along with the following papers/ documents:

1. Report of Service rendered, to the concerned dept. Certified by the user department duly signed and complete in all respects.
2. Such other documents as may be specified in the tender/development order.

80 % of Payment to the service provider shall be made by Kendriya Bhandar after successful implementation of software. Balance 20 % will be released after 90 days against the submission of performance guarantee from a nationalized/scheduled bank valid for 3 years.

Any statutory deduction at source (as applicable) shall be done from supplier's bill.

Payment shall be released by Kendriya Bhandar as per the following terms:

Payment shall be released against proof of successful completion of the work.

## 8. Warranty Period

The software shall carry a warranty of 12 months from date of implementation. The firm shall rectify any shortcoming/deficiency noticed during warranty period without any extra cost.

9. Maintenance: The vendor shall maintain the software for a minimum period of 3 (Three) years after one year warranty period.

AMC amount shall be paid in advance on annual basis.

Kendriya Bhandar reserves the right to accept or reject any offers without assigning any reason thereof, and to amend the terms and conditions before award of the work. Any disputes arising out of this tender will be under the jurisdiction of court of New Delhi

## 10. SUBMISSION OF BIDS

### Sealing and Marking of Bids

The bidders shall submit, technical bid (containing the EMD, technical competence offered, etc) and commercial bid in two separate sealed envelopes both the envelopes shall be sealed in one main envelope. The envelopes should be distinctly marked technical bid and commercial bid.

### Deadline for Submission of Bids

Bids must reach to the competent authority at the address specified but not later than the time and date specified in the invitation of Bids. In the event of the specified date for the submission of bids being declared a holiday for the office of the competent authority, the bids will be received up to the appointed time on the next working day.

### Late Bid

Any bid received after the deadline for submission of bids prescribed by the competent authority, will not be accepted and returned unopened to the bidder.

## 11. BID OPENING AND EVALUATION OF BIDS

### Opening of Bids

Since it is a Two-bid system, Technical and EMD envelope will be opened first by the Committee constituted for this purpose.

In the presence of Bidders' representatives who choose to attend on the date specified at the following location:

KENDRIYA BHANDAR  
E-Wing, 1<sup>st</sup> Floor, Pushpa Bhawan, New Delhi-110062  
Ph.011-29053780, Fax 011-29052150

Prospective Bidder representatives shall sign a register evidencing their attendance.

The commercial bid shall be opened on a subsequent date. The date, time and

place of opening of commercial bid will be intimated to the technical qualified bidders or their representatives in advance.

#### Preliminary Examination

Before starting evaluation, the bids will be examined to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order, In case of computational error the basic price will prevail.

If bid is determined as not substantially responsive, the competent authority will reject it and only the substantially responsive commercial bids will be considered.

The process of evaluation of bid is as follows-

- (i) The Committee, appointed by the Kendriya Bhandar, will first verify that the Bank Draft for Bid Security is in order and as per requirement of the bid. The Committee will examine the bid on Eligibility Criteria as specified. The scrutiny of technical proposals will be based on the Evaluation Criteria determined.
- (ii) Detailed Product demo will be conducted at Kendriya Bhandar Delhi Office. All shortlisted companies based on technical proposal will be called for Demo.
- (iii) The commercial bid will be opened only for the proposals, which are found eligible and technically acceptable by the Committee and approved after Demo. On the day specified for the opening of bid, the Committee, appointed by the Kendriya Bhandar, will open the commercial bids of eligible bidders and scrutinize the same minutely.
- (iv) The Kendriya Bhandar after having examined the proposal may accept the same or accept the bid price of any other bidder found suitable or reject all or any proposal. The decision of the Kendriya Bhandar in this regard shall be final and binding.

#### 12. Performance Security

The successful bidder shall be required to submit performance guarantee equivalent to 20% of the order value for the satisfactory performance/completion of the complete order (valid for three years), in the form of bank guarantee with Kendriya Bhandar. The performance security will be forfeited if the firm fails to comply any of the tender T&C.

#### 13. Contacting the Competent Authority

Any effort on part of a Bidder to influence the Competent Authority or members of Technical/Monitoring committee, in its decisions on bid evaluation; bid comparison or contact award may result in rejection of the bidder's bid.

#### 14. Statutory Obligations

The agency has to ensure that the statutory obligations as per requirement of different rule and regulation. Any expenditure required shall be to the vendor's account. The agency shall submit the related documentary proof as and when required by Kendriya Bhandar.



15. General

- (i) Installation will be complete only when the all module is installed as per tender Condition and accepted by the Kendriya Bhandar.
- (ii) Bid form shall be duly filled in, signed and complete in all respects.
- (iii) The price should be inclusive of taxes.
- (iv) The rates should be free from all escalation.
- (v) Completion of the total job should not exceed 180 days from the date of order under any circumstances. The Kendriya Bhandar reserves the right to extend the delivery period, in the interest of the Kendriya Bhandar.
- (vi) Software should invariably be maintained and supported till all required report generation work is completed during warranty period/AMC period.
- (vii) Software should be under one year warranty period after the date of implementation.
  
- (viii) penalty- In case of delay in execution of the order, Kendriya Bhandar may as its option either:

Recover from the developer towards liquidated damages a sum @ ½ % (half percent) of the price of software not delivered for a week, or Part there of subject-to maximum of 10% (ten percent). OR purchase from elsewhere on account and at the risk of developer, the software not installed.

OR

Cancel the contract reserving concern dept right to recover damages.

The inner and outer envelopes shall be addressed to the competent authority at the following address:

KENDRIYA BHANDAR  
E-Wing, 1<sup>st</sup> Floor, Pushpa Bhawan, New Delhi-110062

Duly indicating the tender no due date & duly subscribed  
"Development/Customization/Implementation of Software for Stationary  
Division of Knedriya Bhandar".

The envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

If the outer envelope is not sealed and marked, the competent authority will assume no responsibility for the bids, misplacement or premature opening.

Email or fax bids will be rejected.

Conditional bids are liable to be rejected.

Kendriya Bhandar does not bind them to accept the lowest or any other tender and reserve the right to accept or reject any or all the tender in full or in part without assigning any reason.

Ashwani Kumar  
System Analyst  
For Kendriya Bhandar



## Annexure:1 (Scope of Work)

### Introduction

Kendriya Bhandar intends to procure Integrated, User friendly, Flexible Business Software to manage its operations as detailed below.

Kendriya Bhandar has been supplying stationery and office equipment's including furniture, computers, photocopiers, fax machines, furniture etc. to Central Govt. Ministries/ Depts., public sector undertakings, autonomous bodies etc. from its Stationery Office at R K Puram, New Delhi and various Regional offices since 1981.

Over the period, Kendriya Bhandar has developed expertise in supply of office stationery requirement to Central Govt. organizations at competitive prices. The selling price prevailing in Kendriya Bhandar is taken as benchmark for procurement of items by Government Departments.

As a unique service Kendriya Bhandar has developed a system of extending credit facilities to its regular customers by opening of credit accounts against which they can procure items simply by raising an indent which ensures meeting of their requirement whenever demand arises.

In purchasing of items from Kendriya Bhandar, the Govt. departments achieve savings in terms of invitation, scrutiny and evaluation of tenders, collection of material from different sources etc. without any time lag between demand and supply.

A large variety of Stationery items are readily available at our Stationery counters at:

Kendriya Bhandar  
East Block -X  
R K Puram, New Delhi-66  
Phone No. 26713782, 26713783

Different type of counters are managed as detailed below

#### 1.1 Z- Stationery Counter - I

Paper: All kinds of duplicating, typing, photocopier paper, printing paper, rice paper, bond paper. Paper Rolls, fax rolls, ammonia paper, Carbon & Stencils. Registers and Forms, All types of ruled registers in different sizes, dispatch and diary registers, peon books, and pad etc. All kinds of Government forms, specially printed forms required in bulk. Computer Stationery: Computer continuous paper

#### 1.2 S- Stationery Counter - II (Desktop Stationery, Liveries)

Pens, pencils, pen stands, pencil sharpeners, erasers, markers & sign pens, from reputed brands like Luxor, Rotomac, and Reynolds etc. Luggage: All types of briefcases of reputed brands like VIP, Aristocrat etc. Electrical Items : All kinds of bulbs, fluorescent tubes, tube light fittings, ceiling & table fans, desert coolers,

exhaust fans, switches, starters, holders, plugs, sockets, room heaters, heat convectors etc. Liveries: Winter and summer uniform, towels Plastic Items: Plastic items such as buckets, jug, mug, tray, wastepaper basket, pin cushion, gum, paper cutter, punching machine, table glass, tags, thread ball, staplers machines, scissor, torches, rubber band, hassion cloth, desk knife, cello tape, straight pins, gem clips, vinyl clips, chalk, stamp ink, stamp pad, correcting fluid, marking ink, stencil pen, duplicating ink, batteries and cells. Crockery: Glasses, crockery in bone china, flask, jugs etc.

### 1.3 A- Stationery Counter – III

(Office automation products – Not in stock, supplies against specific requirement)

Office Automation Products: Paper shredder machines, photocopiers, EPABX, key telephone system, fax machines, desert coolers, water purifiers, air conditioners etc. Computers: HCL, HP, WIPRO, IBM, COMPAQ and other leading brand of computers along with peripherals and accessories. Printers, software's etc.

### 1.4 B - Stationery Counter – IV

(Cleaning items)

Cleaning material : Phenyl, various kinds of brushes, brooms, dusters and floor dusters, acid bottles, naphthalene balls, sanitizers, air purifiers, room fresheners, washing soap, toilet soap, liquid soap, baygon spray, odonil, candles, spray pump etc.

### 1.5 B – Medicine Counter – V

(Drugs and Medicine)

Drugs and medicines: provide Drugs and medicine and medicate products.

### 1.6 F - Stationery Counter – VI

(Office Furniture - Not in stock, supplies against specific requirement)

Steel furniture: Almirah, officer table, chairs, executive chairs, filing cabinets and all types of steel furniture. Computer furniture: Computer table, printer table and different kinds of chairs, specially designed for computers. Wooden furniture: all types of wooden furniture like sofas, table chair etc.

Tyres tubes, batteries, shoes

### 1.7 T - Stationery Counter – VII

(Computer consumables)

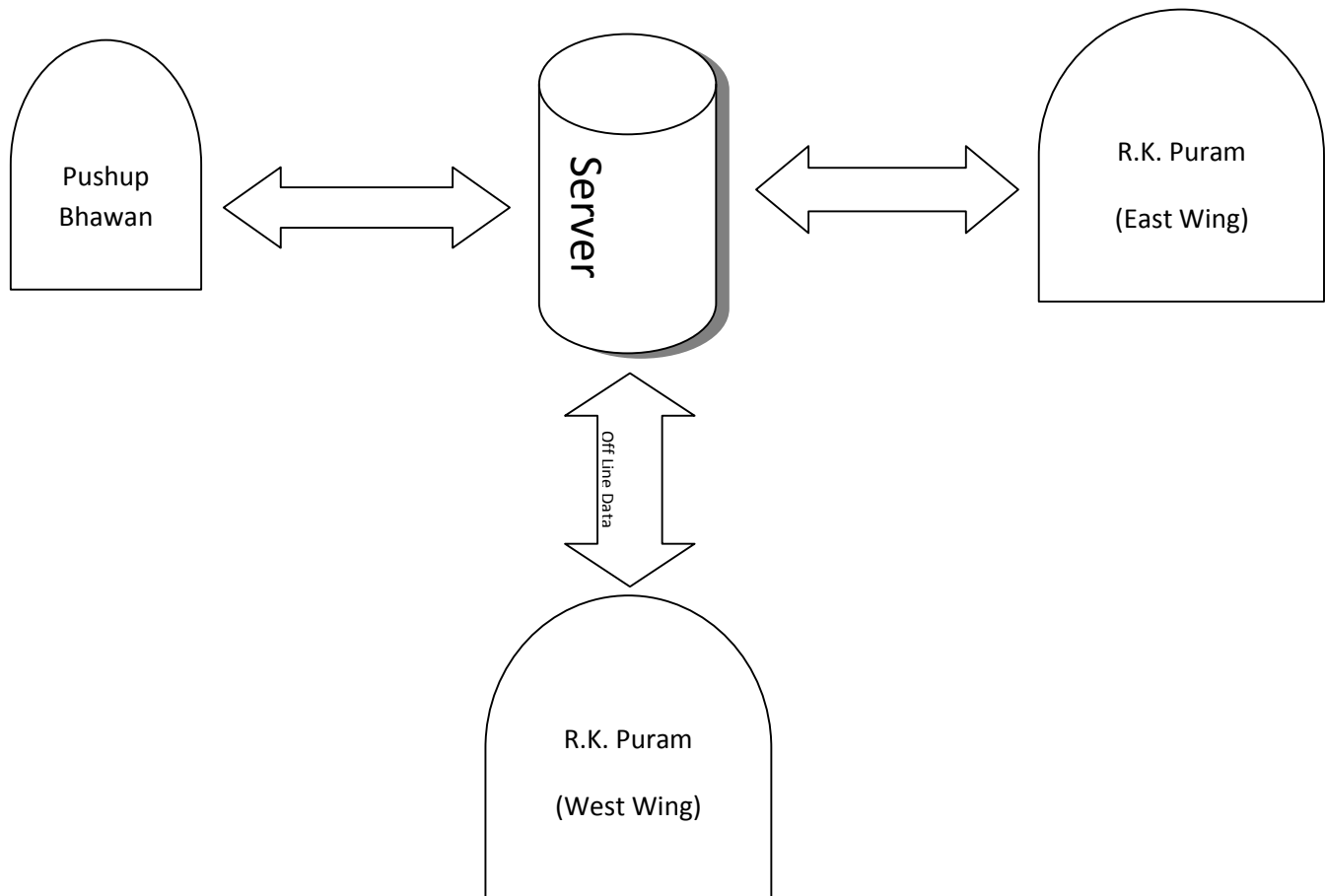
Consumables: Floppies, printer ribbons, printer consumables, DVD, CD, KBD, pen drive, mouse etc.

### 1.8 T - Tender – VIII

This counter deals with Tender activities. All items related to tenders are supplied through this specific counter and on receipt of tender, the concern vendor have to make supplies on behalf of KB strictly as per tender terms.

## Technical Specifications

The Application architecture can be client - server based or Web Browser based. Application must be developed using Microsoft .Net Technologies (C# or VB.Net or ASP.Net) and should runs on commercial databases such as MS SQL on Windows servers. It must be scalable in terms of locations, No. of Users and Business process add-on and should offers comprehensive tools to manage customizations, upgrades and updates in high volume, high complexity processing environments.



Front end application should not be directly connected with data base server; it must be connected to data through intermediate data service / data layer application for security reasons

Application must be accessible in LAN environment as well it can be accessed through remote locations via internet with due data security.

This application should also work on-line as well off-line and data from all the counter/locations/warehouses should be synced by itself whenever internet connectivity or other medium is available. The Application must have following Minimum operational features:-

1. Data/Reports Export Functionality - All reports/ Pop ups Master list, UI Data can be exported to Excel, PDF, XML , Text Format
2. Data Import Functionality - Master / Transactions can be imported through Excel formats.
3. Document Print Designer - Application must have document print designer through which multiple formats of documents (Sales Invoice, Dispatch Challan, Order etc.) can be Tailor made designed and could be printed as per requirement. (w.r.t particular number or range)
4. Standard Primary, Secondary and MIS Report Formats : Pre defined formats must be available for Sales register, Order Register, Stock Ledger, Stock Summary, Sales Analyses etc. must be available both in Tabular, Pivot and Graphical formats. (w.r.t particular number or range)
5. Report Designer: Report designer must be available where user can design tabular / Pivot / Graphical report formats as per requirement as and when required.
6. Configurable EMAIL/SMS Alert Functionality must be available for all document and must be auto fired on new document, change etc.
7. Change history management: System must maintain all versions of documents with complete details of changes, user, machine & Date Time.
8. Logs maintenance : All logs like user login history, Edit / Delete Logs etc. must be readily available

9. Reports printing option must have scalability option where reports can be scaled down to fit page.
10. Multiple document print in one Go - system should be able to provide multiple document printing, ex. if need to print all sales invoice numbering from 47 to 147, should be in position through single command.
11. All reports must have filter / sorting options on Item, Party, Period, Month etc.
12. All reports can be drilled down up to voucher/ document level.
13. Application must support Multiple Company, division, locations/Branch, Ware house with separate and consolidated reports.
14. All user interfaces must have consistency with configurable UI designs.
15. User Defined Fields must be available in all documents to meet out any additional field requirement from time to time.
16. User defined short cut keys to access documents / menu
17. User Authorization ( Multi Level on Desktop / Mobile / Mail )
18. Dash Board
19. Report Scheduler
20. Integration of Data with Inventory, Finance, Supply Chain, Commercial.
21. Password Security Policy.
22. Profile based user Rights
23. User Data Restrictions for Branch, Division, Warehouse, Item, Counter.
24. Accessible restriction (Days, Desktop, Back Days)

25. Digital Signature
26. Image Capturing
27. Document Attachments
28. Comments on voucher
29. Cancellation of Document. (Option of cancellation of complete Bill in one go instead of deleting each item)
30. Cancel Bill summary to be reflected in bill summary.
31. Graphical Presentation of reports
32. Rate list updating



## Business Masters

### 1) GL Master

- Debtor Control Account
- Supplier Control Account

Both above should be attached with Chart of accounts and should be reflect directly into Trial Balance and under this user could create multiple GL's as required and under those GI's parties could be tagged. So one could get balance amount in outstanding balance at a Glance and would help to define Party type at the time of Billing.

### 2) Customer Master

- Contact Person With Signature
  
- Credit Limit

### 3) Customer Master

- Contact Person With Signature
- Credit Limit
  
- Credit Control

Credit Limit

Maximum Credit Limit

Credit Days

Grace Period based on Credit Limit

- Statutory Control

PAN, TAN, TIN, TDS Slab, Service Tax No. party Type (Individual / Firm / Company) etc.

Excise Trader, Excise Manufacturer, Overseas, Trader, Manufacturer - based on this Excise/ Cenvat components shall be available

Excise Info : Reg. No, Division, Range etc.

TDS Applicable : Auto popup for TDS Deduction on Credit and Payment

TCS Applicable : Tax Collection at source applicable to Parties

Tax Rebate Form : For reduced Tax Rate

- Interest % (Optional)  
One could mark interest % at the time of creation of Master as decided and if late payment is there then report could generate.
  
- Discount (Optional)  
Discount should be driven through some kind of master, which would be party wise/item wise or something or multiple Price List.
  
- Cash Discount: If CD Applicable at the time of Payment  
There should be an option to maintain CD % slab wise Party wise. At billing place user can increase discount % with approval and with respect to user rights and permission.
  
- Brokerage/Commission (Optional): Sales Executive/Agent should be linked with party to retrieve info automatically on document at the time of passing invoice and if user wants to alter it then there should an option to alter name of agent / broker.
  
- Territory / Area Classification for Area wise analyses  
  
Each party should come under specific Territory or classified area to track sale with sales team and that could be bind with Sales Team.
  
- Party / Sub Party: At the time of creating customer/vendor account party and sub-party need to map to get clarity on payment receive. If Payment is traceable it will be post to party account else it will be post to suspense account of sub-party. This will help in getting clarity on payments outstanding.
  
- Tagging of Multiple Contact Person for single party for communication with details
  
- Business Card Image/Digital Signature - can be attached for ready reference

- Option to maintain Delivery Addresses for party other than billing address.
- Contact Details: There should be a provision to Tag all the contact information into software it should be equipped to capture all the contact detail with current era, and should be upgradable.
- Parties Bank Details should be captured in the system so that as and when required then this information could be used.
- Option to make any filed as compulsory at the time of creation of master.

#### 4) Counter Master

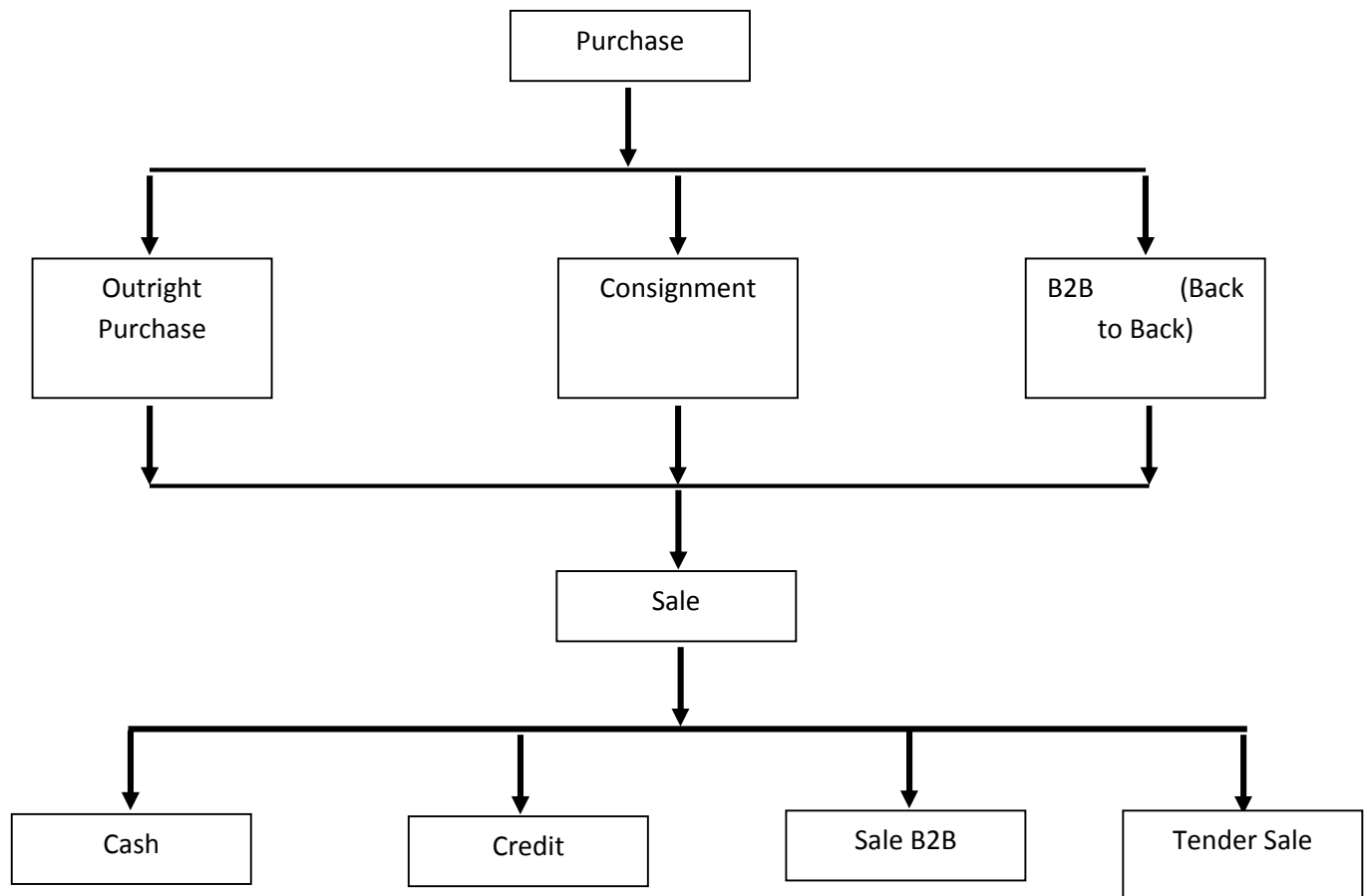
- Counter No, Name, Responsible Person

#### 5) Rate Master

- Branch Wise Rate Master for Different type of customers

Both above are to control Selling price in centralized way for the product to maintain your USP. This would help to maintain that no one could play game with rates in open market, so rates of every item should be driven in a centralized way.

## Kendriya Bhandar Business Process Flow



## Purchase Cycle

Purchase system should be very strong and entire purchase should handle through Purchase order only.

All the payment will be release from head office on behalf of goods purchased at ware house, but all the documents will be submitted to head office or there must be an option to attach Bill on document.

There are three type purchases.

- Direct Purchase
- Consignment Purchase
- B2B Purchase

Any in case of above it is compulsory to raise Purchase order and order could be any of the following: -

- Order Type

Order could be driven through Requisition (Indent) from various Counter Head or direct.

- Standard Purchase Order

We generally create standard purchase orders for one-time purchase of various items. We create standard purchase orders when we know the details of the goods we require, estimated costs, quantities, delivery schedules, and accounting to distributions with other details.

- Planned Purchase order

A planned purchase order is a long-term agreement committing to buy items or services from a single source. We must specify tentative delivery schedules and all details for goods or services that we want to buy, including charge account, quantities, and estimated cost etc.

- Order Items

Item should be called from item master.

- Rate of Item

There should be versatile selection of Rate and also it might be possible that these items are called from quotation.

Rate from Requisition.

Item Master Based

Last Purchase Rate

Last Purchase Rate from the selected Party

Stock Valuation Method Type

- Tax Structure

Tax Structure Selection also should be versatile as per Indian law. (ST/ED/VAT/TDS/TCS/GST etc)

- Line Item wise Discount

It might be possible that some of the items are there on which vendor is providing discount then you can mark discount on purchase order and these information should be carry from order to Invoice.

- Line Item wise Charges

It might be possible that some specific type of Charges were applicable on selected item from the Order.

- Delivery Date

There should be an option to mention delivery date item wise, so that at any time you can track pending deliveries of Item and accordingly you can plan your supply chain, sale and storage space.

- Order Scheduling

There should be an option to maintain schedule for delivery of goods with following options: -

- Date wise

- Month wise
- Branch wise
- Go down wise
- Daily schedule

➤ Sales Tax Forms

There should be an option to handle Road permit no(s), in some cases at the time of raising of Order few suppliers provides outward Road permit, so there should an option to handle the situation.

➤ Payment Terms

At the time of raising order it there should an option to specify payment terms, with no. of days/B2B/Consignment which would be helpful for finance department to manage fund accordingly.

➤ Dispatch Mode

Mode of transportation also should be specifying at the time of raising order.

➤ Expiration of Order

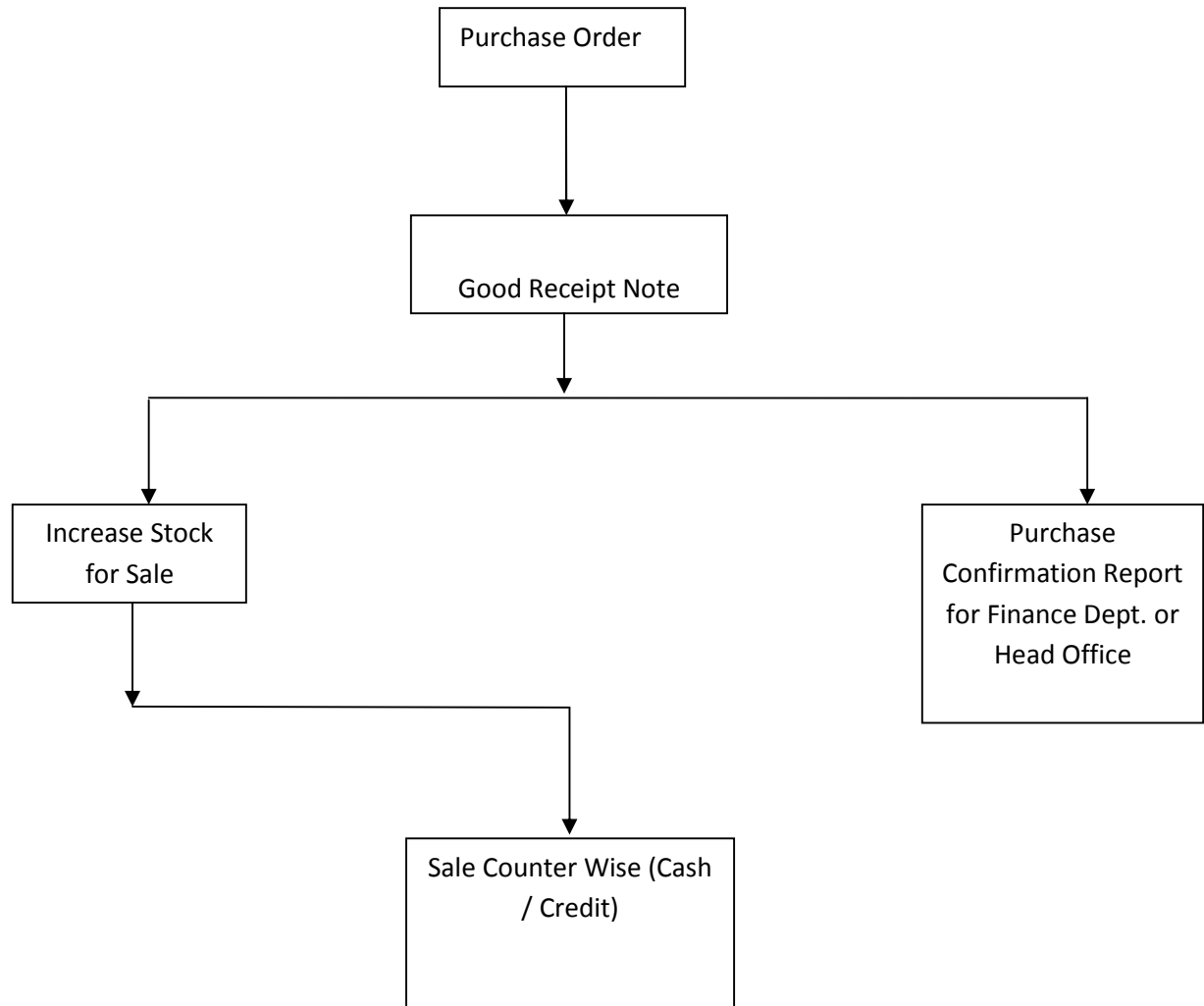
There should be an option to expire order by itself if required.

➤ Additional User Defined Fields

After all above there should some sort of option to add some additional fields as and when require and if require then there should an option to make those fields as mandatory.

## Direct Purchase:-

It would be 2 Step process and 3<sup>rd</sup> will be taken care by the system itself as explained in the following figure.



Purchase Order would be raised by a user considering above mentioned conditions and on behalf of above goods will be deliver

On be-half of above Purchase ordered, goods will be delivering to ware house, it might be different. At the time of passing entry of Goods receive following two things should be done by system itself

After receiving (GRN) of goods inventory will be increase and Outstanding of supplier will stands for payment

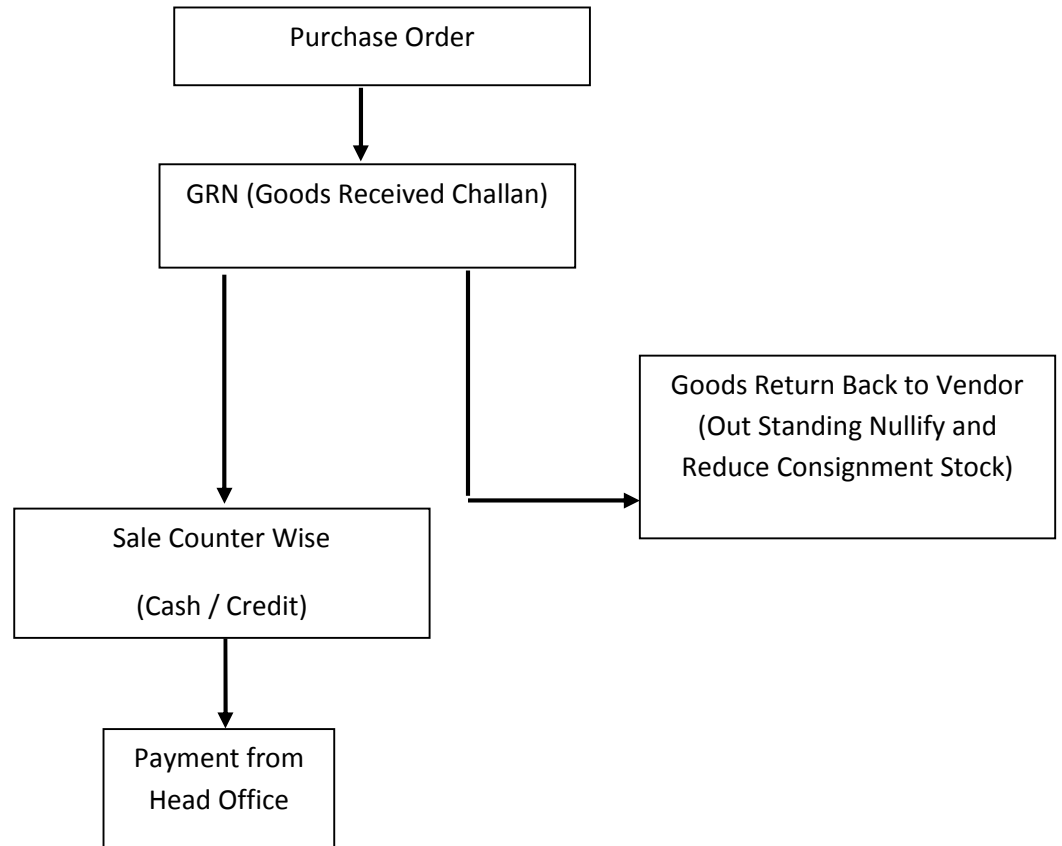
Now goods are ready for sale. Sale could be Cash / Credit / Tender.

Also there is option of Negative stock billing is required.

Stock can also be returned after bill payment made to vendor. In such cases payment will be adjusted against future purchases.



## Consignment Purchase



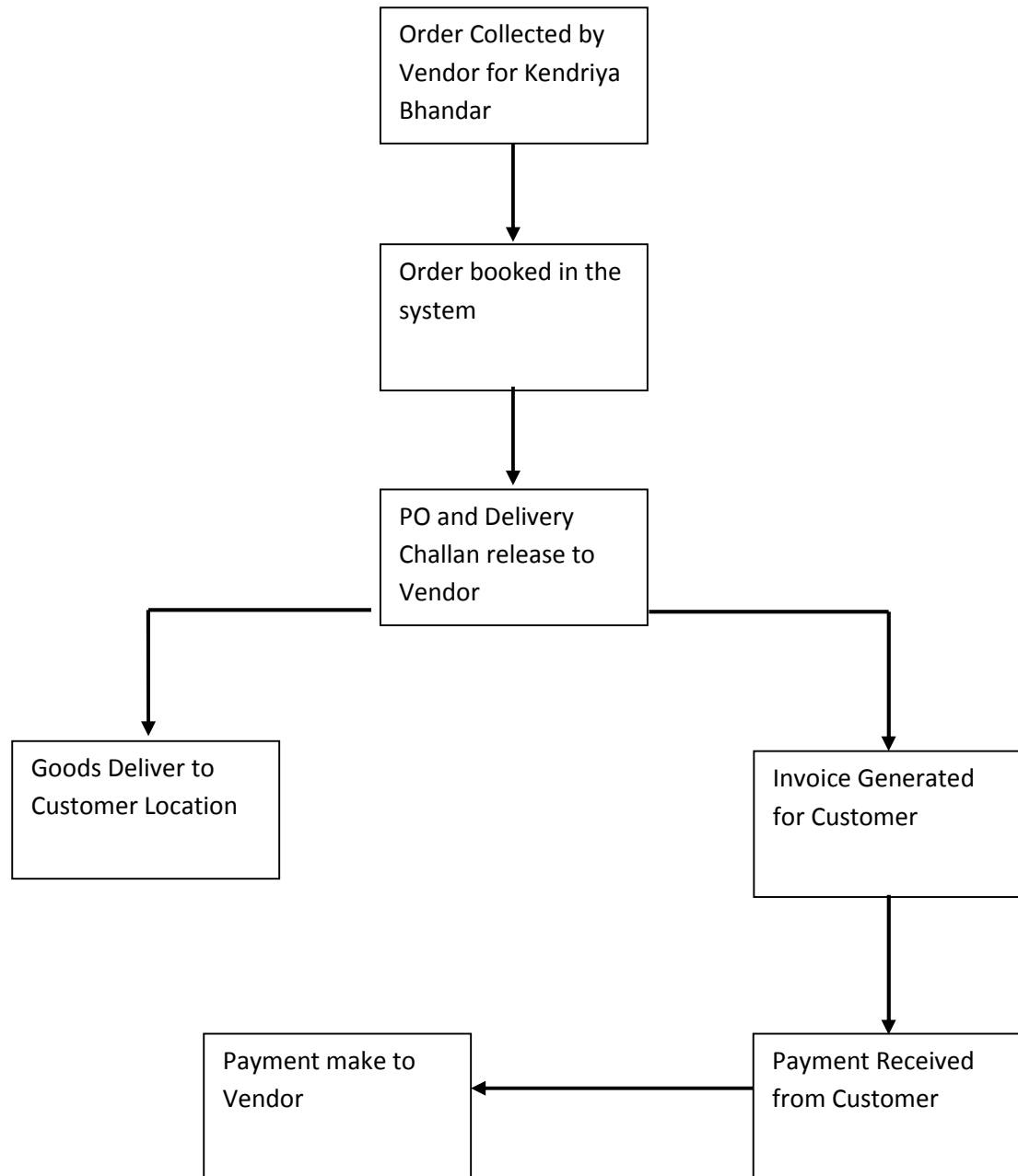
In This Type of Purchase Goods received from any supplier / Vendor basically for sale. That stock lying with us is supplier's stock until it is not been sold by us.

We will buy the Goods on outright basis and book Purchase invoice affecting inventory and payment will not done until stock is not been sold.

Payment of such sale will be done after X days.

In this process most important thing is to maintain stock of individual vendor wise. It might be possible that same product is being purchased from different vendors, so it is required to maintain stock vendor wise and if required to return goods to the vendor then in that case same product should be return to appropriate vendor.

## B2B (Back to Back) Business Process



In this Process Vendor comes to KB with an order & KB books order which vendor receive on behalf of KB. In this process Kendriya Bhandar will act as a Billing Party on behalf of Vendor. Entire activity related to collecting order / supply of goods / collection of payment etc. will be done by Vendor itself. Organization will buy goods from Vendor / Supplier and unload it directly to Customer place. Invoice will be raised and on behalf of of Delivered goods. Vendor will submit delivery Challan that need to keep as scan copy with invoice. Invoice will be raised in the name of customer but outstanding will be booked in vendor account.

Payment will be released to vendor once payment received from customer.

## Sale Cycle

Entire sale will be booked from one billing counter but delivery is happening from individual counter(s) and each counter(s) is belongs to a specific type of product or Product category, which would be mentioned in Item master classification. Entire sale will be done on the basis of indent, so first indent will be raised and sale bill will be generated from Indent for individual counter. It means multiple sale bills will be generated counter wise and all counter is having separate invoice number. On behalf of print out of delivery Challan Delivery of goods will be done, so there should be some type of check point to track Issuing of Challan V/s Delivery of Goods.

There could be four types of Sales Transaction Cash / Credit / B2B Sale / Tender as explained previously.

In case of Cash sale customer will come to KB and will ask for estimate. Once estimate bill is prepared he will pay cash and collect good counter wise.

Credit sale is applicable for customers who have opened Credit account with Kendriya Bhandar.

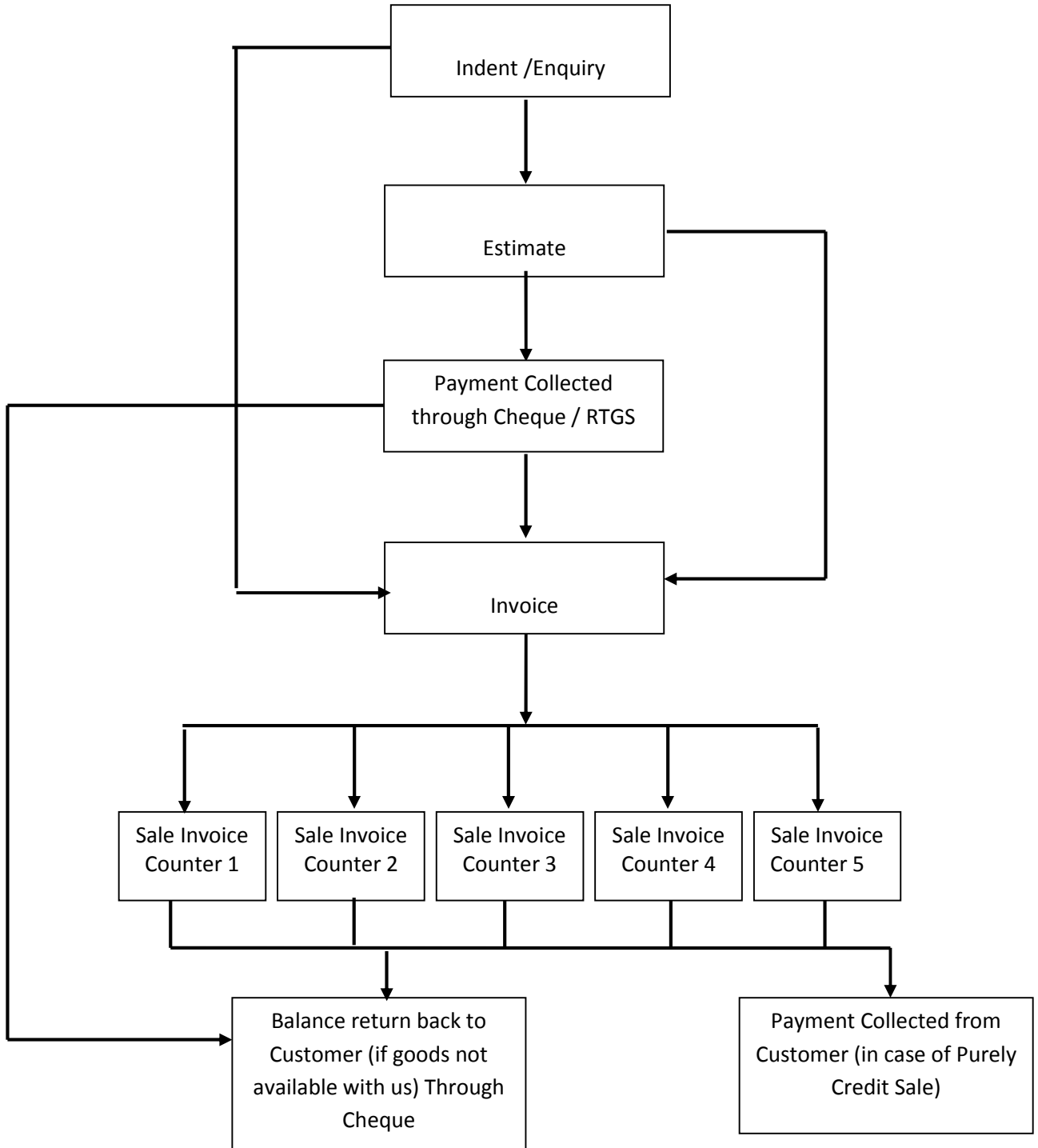
Under Credit sale customer will get benefit to made payment within 30 days from date of billing.

Other parameters which are to be taken care by the system are: -

- Counter wise (Product wise classified) Sale
- Cash or Credit type sale
- Credit Days ceiling if there is any
- Tagging of agent / Salesman If there is any.
- Item wise Different Tax Structure
- Item wise Discount or other charges
- Sale Limit
- Daly sale Limit
- Multiple Tax Handling
- Multiple Price List
- Reduce inventory at the time of Sale
- Maintenance of Account receivable
- Outstanding balance
- Ageing

- Option of Lock in sales period. (After audit/sales/GRN for particular month there need to provision to lock that period and no one without authorization can unlock that period. No transaction possible in lock period)

1. Credit Sale



In Credit sale affairs would done with those customers only who have opened Credit account with Kendriya Bhandar.

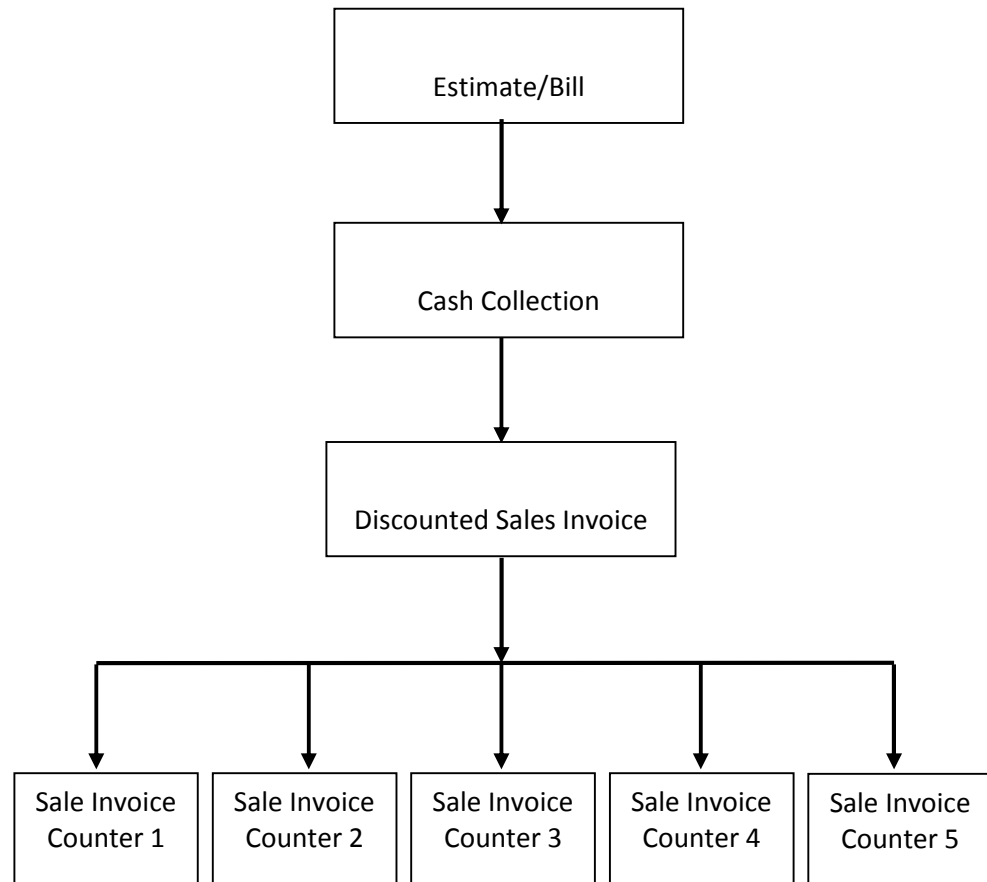
In this process there are two type of sale, one is against cheque / RTGS (Advance payment or Payment against Delivery) and another is purely credit in which amount will be collected later.

Process is first customer comes to us and we will raise indent.

Now we will give him sales invoice, he will go to different counters to collect the goods.

And payment will be made within X days (30 days)

## 2. Cash Sale



Cash sale can be possible with any of the customer. Benefits for these types of customers are to get specific (X) percentage of discount on sale.

In this process entire sale will be done against Hard cash, bill cash amount will be collected at cash counter at the time of raising / generating estimate bill and give hard copy / Copies to the customer. Here system will generate multiple sale invoices according to the counter from Estimate/Intent, so that customer could collect the goods from multiple counters. Sales invoices number will be generated counter wise.

Also cash invoice can be generated based on earlier quotation submitted. With option to modify quotations. (Same options need to available all type of sales)

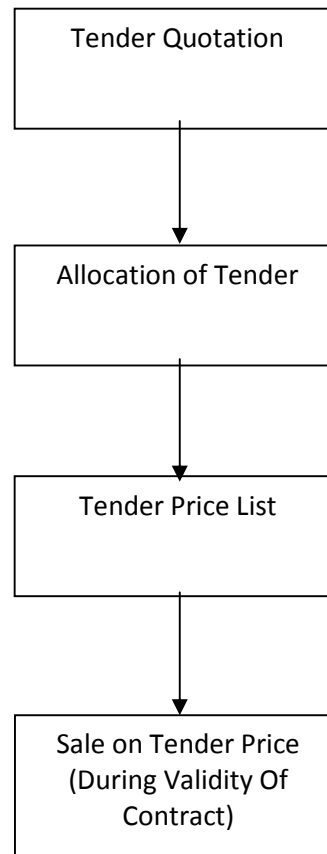
In case of goods return in this case then cashier will provide a credit not to customer which will be redeemed with next purchase. (This is to be taken care manually Signature is compulsory by an authorized)

Cash can also be returned against Credit Note in case customer doesn't hold any Credit A/C with KB (Walk-in customer).

### 3. B2B Sale

It has been explained above (Please Refer Back to Back)

### 4. Tender Sale



Kendriya Bhandar will participate in open Tenders, and quote tender quotations, when tender allocates to Kendriya Bhandar then goods will purchase from different supplier.

Now these goods will be selling on this price for certain period i.e. tender Period, and also maintain stock for the same.

It is again same as B2B Sale, but important thing is selling rate. These rates are fixed for a Tender period, for this we have to maintain Special Tender price List which is fixed for Tender Period.

In above case New a separate Purchase Order will be raised for Tender only.

## Payment Management

Payment could be done with following option

Cash:

This would be done before Sale and after raising Indent and cash should be deposited to bank next day.

Cheque \ RTGS:

In case of purely Credit sale customer will pay balance payment of Bill after sale by either Cheque / RTGS

Presently there is not any provision to return cash / cheque to the customer against access payment receives by KB (If Any). Either customer has to purchase the goods equivalent to balance/advance amount with KB. Alternatively payment can be refunded through cheque from head office account section with reverse JV entry to debtor account to square up the transaction.

Credit sale affairs would done with those customers only who have opened Credit account with the organization. It might be possible that party pay amount through RTGS. And suppose it is identified that amount which was credited into our bank account then same will be credited as on account in party's account and suppose it is not identified then in that case this amount will be credited into a suspense account and suppose during running financial year it is identified that amount was credited into suspense account was belongs to specific customer then that voucher will modify and corrected, if suppose it is identify after financial year then a journal entry will be pass to adjust the same.



Every Department will manage Other Financial Transactions

Cheque Receipt

Cheque receipt from customer, in this voucher all cheque receipt from Customers will be collected and entered in the system.

It is to keep on record that cheque has been received from customer which has to be deposited to bank.

Bank Receipt

Cheques deposited into bank against Cheque Receipts.

All other Voucher Entry for posting amount received from Customers or any other sources.

This will also adjust the bill wise outstanding amount to nullify the balance.

Cash Receipt

Cash receipt from customers against sale.

Cash deposited

Cash deposited into bank regularly. At times some cash is been utilized for warehouse expense purpose after head office approval.

Bank Payment

No such entry is there.

Journal entries

Voucher Entry for posting any adjustment entry like booking of Provisional Expenses at month closing, Account to Account adjustment etc.

Cheque Return

Entry of Any cheque issued/deposited but returned back due to any reason.

Bank Reconciliation

Reconciliation Statement of Bank Books and Bank Balance/Statement.

## Annexure – 2

(Please mention Yes or No against each point Yes means available , No Means not available in software)

### a) Item Master creation and management

Item Master should be equipped with following

- Grouped Hierarchy Structure
  - Item Group

Every Sub Group would be under Group means every Sub group will be treated as child of group.

- Sub Group

Item master should be under sub Group means every Item will be treated as child of Sub group.

- Item with Category

- Facility to create Sub Item(s) if require to maintain color, Brand and other specification of an item and would like to maintain stock of each Sub Item too.
- Specification of Item(s) on Item Master as information and these informative fields will carry on each Inventory item attached with item. This information's should be based on master and for specific item / Group / Sub Group.
- Item should have facility to mark Serial / Lot / Batch no. on every inventory movement. This information's should be based on master and for specific item / Group / Sub Group.
- Unique identity for item if required.
- Capturing Barcode if there is any and option to print barcodes.
- To handle Multiple Sales Tax Rate (Item wise),
- Item Coding Structure should be flexible (Manual / Automatic), Purchase Rate, Short Name, Long Name, Unit, Conversion Factor.
- Item Category - Consignment Stock, B2B, Inventory Item
- Tagging of SKU with Specific vendor

This would help you to bind a vendor with product(s) so that specific products could be purchase from a specific vendor, non other then tagged. This will help you manage you unwanted buying.

- Tagging of SKU with Specific Customer as Vendor
- UOM: Efficiency to handle Different type of UOM's for sale and purchase and these UOM should be called up from a UOM Master.
- Maintenance of stock in multiple units like Dozen and Pcs.
- Efficiency to handle multiple pricing Structure for sale and Purchase Vendor / Customer wise and Branch wise
- Multiple Stock Valuation method
  - FIFO
  - LIFO
  - Average Weighted
  - Last Purchase Price
  - Last Sale Price
- Item Stock Level
  - Branch wise
  - Item Wise
  - Group wise
  - Sub Group wise
- Tagging of Image of the Product at the time of opening Master
- Additional % of Tallorance so that user can specify item wise tallorance for each item.
- Physical Specification of product (Length / Width / Height / Thickness / Volume etc.)
- Lead Time of the Product.

This would help at the time of buying of product, one could manage buying and storage capacity with the lead time

- Sale Return acceptance time
- Policy of alteration of Item structure
- Maintenance of Log History of alteration or deletion of master
- Facility to block item or Sub Item master for further use.
- Approval of Item master after creation.  
This would be helpful to prevention of creation of fake or mistaken item masters, any master could be created by a user, but that should not be usable until it is not approved by any superior.
- Outstanding Instruction at the time of creation of master.

- Option to make any filed as compulsory at the time of creation of Item.

b) Inventory planning and control

Inventory planning and control are functions relating to Development/customization/Implementation of. Business owners pay close attention to inventory as it usually represents the second largest expense in their businesses. Inventory planning includes creating forecasts to determine how much inventory should be on hand to meet consumer demand. Inventory control is the process by which managers count and maintain inventory items in the business.

- Re-Order level
- Inventory Forecasting
- Inventory Planning

c) IT Audit and Security

There should a Log report for each and every entry for newly creation / editing / alteration / deletion, this should contain at least user name, date, time, machine No. or name, voucher type and altered value if possible. This would helpful in to track entry that has altered / modify the record(s) and what means, and same for approval also.

Other then above closed documents like orders, Time Log.

- User wise Group management
- User group wise form rights management
- User group wise rights of adding / editing / deletion / reporting / exporting etc.
- Rights to access specified group of item / Ware House etc.
- User login Log with machine name, date, time
- Delegating of rights.
- rate Deviations report
- User management rights alteration log
- Last (n) Number change to track. (w.r.t to all transaction like rate, VAT, inventory, billing etc..)

## Password management policy

Administrator could manage the password security policy in terms of password length, user access rights, password alteration time

Length of password

Auto Expire for password alteration

Password Security Policy with specified characters (Alphanumeric / Special / Numeric)

Login period

Auto Logout policy

Remote Login policy

Time based access period

## d) Approval Management

As an standard process all the Key entries like Purchase Order / GRN / Payments etc. need to be approved from supervisor or line manager. (This also depends upon user choice that on which entry user wants to have approval and on which approval is not require example for cash memo approval is not required).

There should be more than 5 layer approval system on entry flow as well master's forms by some other superior user or line manager.

This option should also be very easy to handle for supervisor also, because it is not feasible for supervisor/Manager to be online every time for approval, so there should be options of SMS approval, E-mail also.

### Summarized features

➤ Authorization Group Policy

➤ Authorization Matrix

PO up to amount 10,000 will be authorized by immediate boss only

If amount is more than 10,000 and up to 50,000 it will be authorized by "immediate boss" and "Regional Finance Managers" of relevant country/division

If amount is more than 50,000 and up to 100,000 it will be authorized by "immediate boss" then by "Regional Finance Managers" of relevant country/division and then by "Corporate Finance Manager"

If amount is beyond 100,000 it will be authorized by "immediate boss" then by "Regional Finance Managers" of relevant country/division

,then by "Corporate Finance Manager" and finally by "Management" of relevant country

- Approval through Mail / SMS / Desktop  
In case of mail document would be attached by itself.

e) Smart MIS Options

There should some smart options for Reporting structure and every report should export in various other environments like Excel, CSV, Txt, PDF etc.

As an smartness reporting tool, must have options to generates reports with graphical presentation, drill down facility, Formatting of reports as desired by user like tabular, pivot Document print formats Bar Charts, Pie Charts, 3D Charts etc.

Option to use a single report with different users with multiple views

Reports with Image

Filtration of reports with any of the field column

Dash Board Reporting System.

Online reporting system (report scheduling for mail, SMS etc.)

Report Designer

f) Add-on features list

Other features on add-on list could be

- Multi Branch to handle multiple location of KB
- Multi warehouse management for Multiple Godown location
- Usability need to be simple
- Look & Feel need to be simple like windows
- Functionality remain same throughout software at all UI
- Configurability Options at all level
- User assistance (Software should have in-built ticketing solution to handle complaint)
- Importing of Data
- Field Designers
- Auto SMS Scheduler
- Auto Mail Scheduler
- Reminders
- Tailor made repot designing
- Finance module as per Schedule VI
- Asset Management Module Detailed.

g) Credit Control

There should be an option to control credit to the customers considering following terms: -

- Credit Limit : This option should be there so that at the time of generating Credit Invoice system should alert user for making invoice or should stop to save invoice (depends upon pre-defined option)
- Day Credit Limit : If you want to define some type of credit limit on daily basis then it should work as above.
- Payment Option : In some cases a fix % of Payment is required before sale invoice as advance, so system should take care for that.
- Item Group wise Credit Limit: In this option system should take care to pass credit invoice for specific Group with given Credit Limit.
- Credit Days : This is to be defined in master so that user is not required to remember credit days for customer. This would help us to maintain customer Grade.

h) IT Backend

IT (Multi user Level & Data and transaction traceability and accountability)

- User access to the SOFTWARE system shall be based on user levels. Each user will be assigned a user level, which defines the authority and features available when using the SOFTWARE system.
- User levels permissions shall affect which SOFTWARE screens are available, which actions are available in each screen, which input and of what type can be entered, and which data can be retrieved, viewed and included in reports.
- A separate, administrator level shall be available, with configuration and setup permissions regarding system level parameters.
- The administrator level shall not be an operational account and shall not be permitted to perform normal activities in the running SOFTWARE system.
- No user shall be able to access and modify permissions for another user (with the exception of administrators).
- All major user activities (login/out, assigning activities, activity progress confirmation, task list completions, field team location data, etc.) shall be logged and accompanied by a user and date/time stamp when stored in the database.
- It shall not be permitted to modify the logged user and time data, nor the actual stored activity data once the activity is marked as completed, from within the SOFTWARE application.

- It shall be permitted for a user hierarchy level higher than the one that created the activity data, to rearrange selected items for organizational purposes (for example, to move digital photos from a work order report to an asset). Any such modified elements will retain all original time stamp and user information.

#### Customizability (User Defined Fields)

- The SOFTWARE shall support the customization of data entry fields. It shall be possible to define user-defined fields (UDFs) of any type (arithmetic, alphanumeric, text, date/time, etc.) on any SOFTWARE data entry screen.
- It shall be possible to create UDFs that offer the user a selection from a predefined list of items, which will also exist in the SOFTWARE system.
- The SOFTWARE system shall handle data entered into UDFs as any other system data. UDFs shall be utilizable for display and sorting, queries, reports and any other SOFTWARE system action associated with data fields.
- All configuration/setup of UDFs shall be able to be performed from within the SOFTWARE application and not only through external database/SQL tools.
- Only administrator accounts shall be permitted to perform these configuration actions. Once performed, these configurations will be available to all required users.

#### **Customizability (General)**

- It shall be possible to rearrange, reconfigure and add/remove items in any SOFTWARE screen with relation to the fields presented, the inputs required and the outputs created.
- It shall be possible to customize data views to display any subset of the available relevant data fields, in ascending/descending order per data field.
- It shall be possible to define which fields in a SOFTWARE data entry screen are required to be filled in as mandatory and which are optional.
- It shall be possible to define data fields that are automatically populated from data in the database, based on lookups. For example, if on a SOFTWARE form a Site ID number is entered, it shall be possible to define a data field on the same form that automatically looks up the Site Region/Area from a master table and populates itself with this information.
- It shall be possible to define report format and content based on any subset of available data
- It shall be possible to mass-populate database tables via import of predefined spreadsheet/text file templates.
- It shall be possible to export queries, reports, and any subset of available data, to standard file and application formats.
- All configuration/setup operations shall be able to be performed from within the SOFTWARE application and not only through external database/SQL tools.
- Only administrator accounts shall be permitted to perform these configuration actions. Once performed, these configurations will be available to all required users.



Annexure- III (for reference)

List of Reports required

Department Wise Reports  
Sales Day Book

Counter No.                      Date from                      To                      Daily

S.No.	Bill No.	Date	Party Code	Party Name	Amount
				Total	
				Total Vat	
				Discount	
				Grand Total	

Counter No.                      Date from                      To                      Monthly

S.No.	Date		Amount
		Total	
		Total Vat	
		Discount	
		Grand Total	

Material Sales Statement Non Consignment (Counter Sales/  
option of sales wrt category of item)

Counter                      Date                      from                      To  
   Item Code                      From                      To

S.No.	Item Description	Qty.	Rate	Amount
			Total	
			Total Vat	
			Discount	
			Grand Total	

Material Sales Statement Consignment (Back to Back)

Counter                      Date                      From                      To  
   Item Code                      From                      To

S.No.	Item Description	Qty.	Rate	Amount
			Total	

			Total Vat	
			Discount	
			Grand Total	

Rate Change

Date                      from                      To  
Item                      From                      To

ACNO	Item Name	Change Date	Old Tax Rate	New Tax Rate	New Rate	Old Rate	User

Account List (can add more columns)

List for General/Sub Ledgers                      General  
Sub Ledger Account Code  
With Address                      Yes

ACNO	ACName	Address 1	Address 2	City	State

Product List

Product From                      Product To

Code	Description	UOM	Sale Rate	S.Tax

Counter List

Counter From                      Counter To

Code	Product Description

Bill Search

Bill No.....

Bill Date	Account No.	Account Name	DP Code	DP Name	Bill Amount

Accounts Search

Enter String

Account No.	Account Name1	Account Name2	Address 1	Address 2	INDOfficer

Payment Confirmation registers

Conf. No	Cheq. #	Date	Amt Rec. Dt	Amount	Sub A/c Code	Bill No.	Bill Dt.	BRV No.	Sup Bill No	Sup Bill Amount	Sup Bill Dt.
Account No. : ..... Name: .....											

Total

Payment Confirmation Slip

Ref. No. ....

Date .....

This is to certify that payment against Kendriya Bhandar Bill No. ....  
 Dated..... For Rs. .... Has been received from ..... Vide  
 BRV/ECSNo/JV no. .... Dated. .... of ..... Rs. ....  
 Account No..... Names ..... Against their Bill No. ....  
 Dated. ....for total amount of .....in words .....  
 KB GR No\_\_\_\_\_ Date\_\_\_\_\_ Amount\_\_\_\_\_

Sig. of Prog. /DEO  
charge

Sig of In-

Trial Balance Month Wise

Month to process for trial

Month	Head	Non B2B	B2B	Total
Apr	Sale			
	CNote			
	Recovery			
	J.Voucher			
	ECS			
	Dishonor			
May	Total			
	Sale			
	CNote			
	Recovery			
	J.Voucher			
	ECS			
Dishonor				
Total				





Search Cheque By Amt.

Cheque Amt.

VN O	VDat e	PCod e	AC NAM E	IN V NO	INV DAT E	INV AM T.	Am t.	Bal Am t.	Ban k	Branc h	Ch q No	Chq Am t.	DO C Dat e	Dishonor ed

Bill Search (wrt Bill No/Amount/payment range)

Bill No.

Bill Date	A/c No.	A/C Name	DP Code	DP Name	Bal Amount.

V No	I Date	PCode	Bank	Branch	CHQ Amt	Am t	DOC No.	Doc Date	Party	Party Name	INV Date

Accounts Search

Enter String

A/C No.	A/C Name	A/c Name2	Address1	Address2	IND Officer

Pending PO Report

Counter NO.

Date from

Date To

PO No. from

Po No. To

Sr. No.	PO No.	Date	Supplier	Item	Ordered	Delivered	Balance



Without Details Payment

Date From \_\_\_\_\_ to \_\_\_\_\_

Party Code	Party Name	Rect No.	Rect Date	Chq No.	Chq Date	Chq Amt.	Amt. Received

Cash Sales with VAT Breakup

Counter: \_\_\_\_\_  
 Date From \_\_\_\_\_ To \_\_\_\_\_  
 Report Type Daily/Monthly

Sr No.	Bill No.	Discount	Exempted	SValue5	Stax5	SValue12.5	STax12.5	Amt.

VAT 0%	Discount	Amt	VAT	Total
VAT 2%	Discount	Amt	VAT	Total
VAT 4%	Discount	Amt	VAT	Total
VAT 5%	Discount	Amt	VAT	Total
VAT 12.5%	Discount	Amt	VAT	Total
VAT 20%	Discount	Amt	VAT	Total
Grand Total	Discount	Amt	VAT	Total

Sales Summary

Date from \_\_\_\_\_ To \_\_\_\_\_

Counter	Gross Sale	Discount	Sales Tax	Net Sale

Material Cash sales Statement

Counter \_\_\_\_\_  
 Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Item Code \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Item Code	Item Description	QTY.	Rate	Amt.



### Daily Cash Sales Summary

Counter	Date From	To			
Bill Date	Bill No.	Amt	Discount	Stax	Net Amt

### Cash Memo

No.  
Date

Sr.No	Item	Unit	Qty	Rate	S.Tax%	Amt.

### Bank Statement

Date from                      to

Cheque No.	Cheque Date	Bank	Branch	Amount

### Cash receipt Report

Date From                      to

V No	I Date	A/C No	A/C Name	Inv No	Inv Date	Amt.

### Bank Receipt

Voucher No.....

Date.....

Received with thanks from (A/c No.....) Rs..... (in words.....)

By cheque/DD No..... Dated..... Drawn on.....

Inv No	Inv Date	Amt.





### Journal Book

Journal No. Date

DR/CR	Narrations	Party	Party Name	Inv No	Inv Date	Chq No	Chq Date	Amt

### Journal Report

Voucher No. Voucher No to  
Date

Pcode	Name	Chq No.	CHQ Date	Inv. No	Description	Debit Amount	Credit Amount

### ECS Receipt Report

Date

V No	I Date	A/C No	A/C Name	ECS No	ECS Date	Bank	Branch	Inv No	Inv Date	Amt

### ECS Statement

Date from: To :

ECS No.	ECS Date	Bank	Branch	ECS Amount

### Sales & Recovery Statement Summarized

Date From Date To

Date	Amount

### Cash Recovery Statement

Date	Amount



### Supplier Wise Report

Counter                      Date From                      Date to

Supp Code	Name
<b>Total.</b>	

### Central VAT Breakup

Counter                      Date from                      Date to  
Monthly

Sr. No.	Bill Date	Discount	Exempted	Svalue5	STax5	Svalue12.5	STax12.5	Amt

VAT 0%	Discount	Amt	VAT	Total
VAT 2%	Discount	Amt	VAT	Total
VAT 4%	Discount	Amt	VAT	Total
VAT 5%	Discount	Amt	VAT	Total
VAT 12.5%	Discount	Amt	VAT	Total
Grand Total	Discount	Amt	VAT	Total

### Service Tax Report

Date From                      To

Sr. No	Bill No.	I Date	Qty	Rate	Amt

### Sales Summary (Counter wise/Consolidated)

Date From                      Date to

Counter	Exempted Amount	2% SValue	2% STax	4% SValue	STax4	5% SValue	STax5	12.5 SValue	12.5 STax	20 SValue	STax20	Total	Discoun
<b>Total Sales</b>													

### Credit Note Issued

Sale Value  
Total Tax  
Discount  
Total Sale  
CR. Note  
  
Net Sale

Total

Cash Sale is Directly Send by the counters

DVAT Sales Summary Monthly

Counter	Exempted Amt	5% SValue	Stax5	12.5 SValue	12.5 STax	Total	Discount

Credit note with VAT Breakup

Counter from to  
Report Type: Monthly

VAT 0%	Discount	Amt	VAT	Total
VAT 2%	Discount	Amt	VAT	Total
VAT 4%	Discount	Amt	VAT	Total
VAT 5%	Discount	Amt	VAT	Total
VAT 12.5	Discount	Amt	VAT	Total
VAT 20%	Discount	Amt	VAT	Total
Grand Total	Discount	Amt	VAT	Total

Credit note with VAT Breakup

Counter No. Date From To  
Report type: Daily

Sr. No	Cr. Note No./Bill No	Discount	Exempted	SValue5	STax5	SValue12.5	STax 12.5	Amt.

VAT 0%	Discount	Amt	VAT	Total
VAT 2%	Discount	Amt	VAT	Total
VAT 4%	Discount	Amt	VAT	Total
VAT 5%	Discount	Amt	VAT	Total
VAT 12.5	Discount	Amt	VAT	Total
VAT 20%	Discount	Amt	VAT	Total
Grand Total	Discount	Amt	VAT	Total

### Transfer Receipt

Transfer No.  
by

To Branch/Store

Goods returned/Transferred

Address

Date

Goods Returned/Transferred by (Code)

Item	ItemName	Discount	Qty	Unit	CPRate	SPRate	Stax	Stock

TIN NO  
Stock Return

No.

Address

Date.

Sr. No	ICODE	Name	Units	Qty	Tax	Discount	SPRate	CPRate	Amt

Party  
Manager

Sign SUPDDT(Godwon)

Sign. I/C

Transfer Note Status

TRN No

From

To

TRNNo.	GRNo.	Name	Address	IDate	Amt.

Total :

Stock Return Statement

TRN No.

From

To

TRN No.	Date	Name	Address	Pcode	Amt

Total :

Item Wise GRNotes

Item Code

Date

From

To

Long and short Name: No

Sr No	Item No	PO No.	PO Date	GR No.	GR Date	Order Qty	DLV Qty	Rate	Amt

Total:



Supplier Wise GRNotes

Counter No.  
 Supplier Coder  
 Date From To  
 All/Confirmation/Non Confirmation

SRNo	GR No	GR Date	Supp Bill No	Sup Bill Date	Sup Bill Amt	KB Bill No	KB Bill Date	KB Bill Amt	Consignee	GR Amt
Totals:										

Supplier Wise GR

Supplier Counter  
 Date From To

SR No.	GRNo /KB Bill No/PO No	GRDate/KB Bill Date/PO No	GR Amt/KB Bill Amt/PO Amt	PO QTY/Supp Bill No/GR QTY	Item Code/Supp Bill Date/Item Name	Supp BL Amt	Rate	Discount%	Excise	VAT %	T O T A mt

Supplier Wise PO

Counter No  
 Supplier Code  
 Date From To

SRNo	PO No	PO Date	Item	Rate	Unit	Qty	DL V Qty	Discount %	Tax	Excise	Bal QTY	Amt

Purchase Order Summary

Counter No.  
 Date from To  
 PO No. To  
 Detailed/Summarized

PO NO	Date	Supplier Code	Name	REF No Pay term	Discount	TotTax	Excise	Total	Net Total
Total:									



Parameters  
 Branch, Date Range, Item Group, Sub Group, Item, Party name  
 Option to get this report monthly item wise, Party wise and others

Purchase Status Register

Order			GRN			Purchase Invoice			Payment
PO Date	PO No.	Qty	Date	No.	Qty	Date	No.	Qty	
<b>Total</b>									

Parameters  
 Branch, Date Range, Item Group, Sub Group, Item, Party name  
 Option to get this report monthly item wise, Party wise

Consignment Purchase

PO Register Consignment Party wise

Date	PO No.	Party Name	Item Group	Sub group	Item	Quantity	Rate	Value	Tax	Nett Value	Delivery Date
<b>Total</b>											

Parameters  
 Branch, Date Range, Item Group, Sub Group, Item, Party name  
 Option to get this report monthly item wise, Consigner wise

a) Consignor Stock Summary - Consigner wise

Consigner	Item Group	Sub Group	Item	UOM	Opening	Received	Issue	Closing
<b>Total</b>								

Parameters  
 Branch, Date Range, Item Group, Sub Group, Item, Consigner  
 Option to get this report monthly item wise, Party wise

c) Consignor Stock Pending for Payment

PO Date	PO No.	Party	Item Group	Sub Group	Item	PO Qty.	GRN Qty.	Inv Qty	Sold Qty	Payment
<b>Total</b>										

Parameters  
 Branch, Date Range, Item Group, Sub Group, Item, Consigner  
 Option to get this report monthly item wise, Consigner wise

d) Sale report of Products of specific Consignment Vendor

Date	Bill No.	Party	Item group	Sub group	Item	Qty	Rate	Tax	Value		
<b>TOTAL</b>											

Parameters

Branch, Date Range, Item Group, Sub Group, Item, Consigner  
Option to get this report monthly item wise, Consigner wise

Delivery Challan Issue but stock not uplifted yet.

- o Branch Wise
- o Branch wise Party wise
- o Branch wise Party wise, Item group wise, Item wise

Issued Delivery Challan

Deliver Date	No.	Party Name	Item Group	Sub Group	Item	Qty	Rate	Value	Indent No.
<b>TOTAL</b>									

Parameters

Branch, Date Range, Item Group, Sub Group, Item, Consigner, Counter  
Option to get this report monthly item wise, Party wise

Outstanding Balance

Party Name	Bill Detail				Payment Detail				Outstanding	Pending Cheque in Hand
	Bill No.	Date	Due Dt.	Bill Amount	Vouch. No	Date	Amount	Cheque No.	Amount	
<b>Total</b>										

Parameters

Branch, As on, Party, Counter

- o Stock Trial with Drill Down facility

Item Group	Item Sub Group	Item	UOM	Opening	During Period		Closing Quantity
					Received	Issued	
Group Total							
	Sub Group Total						
		Item Total					
Grand Total							

Parameters

Branch, Warehouse, Item Group, Sub Group, Item, Date

- o Business Abstracts

Description	Amount					Quantity				
	For Day	MTD	YTD	Average	As on	For Day	MTD	YTD	Average	As on
Sale										
Purchase										
Cash Inflow										
Cash Outflow										
Bank Inflow										
Bank Outflow										
Cash Balance										
Bank Balance										
Expenses										
Inventory										
Acc. Rec.										
Acc. Payable										
Grand Total										

Parameters

Branch, Warehouse, Date

- o Gross Profit Ratio Analysis
- o Non / Slow / Fast Moving Products.

Item	Quantity		Closing Quantity	In / Out Ratio
	In	Out		

Parameters



- o Fund Flow

GL Group	GLSub Group	GL Name	Sub Ledger / Party	Amount

Parameters  
Branch, Date Range

- o Cash Flow

GL Group	GLSub Group	GL Name	Sub Ledger / Party	Amount

Parameters  
Branch, Date Range

- o Budgeting

GL Group	GLSub Group	GL Name	Sub Ledger	Budgeted Value	Actual Value	% Excess / Short

Parameters  
Branch, Date Range, Revenue GL heads

- o Stock Day Book

Date	Party	Item Group	Sub Group	Item	UOM	Issue Qty	Rec. Qty	Rate	Amount
<b>Total</b>									

Parameters  
Branch, Date Range, Item Group, Sub Group, Item.






Parameters

Branch, Warehouse, Date Range, Item Group, Sub Group, Item, Party, Tax Type,  
Purchase Head wise

### Output Register

Bill Date	Party	TIN	Tax Type 1				Tax Type2				
			Taxable Amt.	Tax Amount	Surcharge	Additional Tax	Taxable Amt.	Tax Amount	Surcharge	Additional Tax	

Parameters

Branch, Date Range, Item Group, Sub Group, Item, Party, Tax Type, Purchase Head  
wise

### Vat Computation

➤ Cash / Bank Voucher & Book

Date	Voucher No	Ledger	Party	Receipt	Payment	Balance	Narration

Parameters

Branch, Date Range, Ledger, Party, Print Option

➤ Journal / Debit / Credit Note / Book

Date	Voucher No	Ledger	Party	Debit	Credit	Narration

Parameters

Branch, Date Range, Ledger, Party, Print Option

➤ Sale Register

Date	Bill No.	Party	Item group	Sub group	Item	Qty	Rate	Tax	Value		
<b>TOTAL</b>											

➤ Purchase Register

Branch	Date	Bill No	Party	P.Bill.No	Posting GL	Tax Code	Form Type	Taxable amount	Tax Amt	Surcharge	Bill Amount

➤ Bank Reconciliation

Date	Ledger	Description	Cheque No.	Amount
Balance as per Book				
Cheque issue but not yet Present				
Cheque receipt but not yet Cleared				

➤ Trial Balance

M.Group	Group	Sub Group	Group	Ledger	Opening Dr Amt	Opening Cr Amt	During Dr Transaction	During Dr Transaction	Closing Credit Amount	Closing Debit Amount

Parameters

Branch, Date Range, Ledger Group

➤ Interest Calculation

Bill Detail					Payment Detail			Interest		
Party Name	V.No.	Date	Amount	Due Amount	V.NO.	Date	Amount	Days	Rate	Amount
<b>Total</b>										

Parameters

Branch, As on Date, Party Name

➤ Incentive on Sale to Sales man

Salesman	Date	Bill No.	Quantity	Amount	Target	Achieved	Slab 1	Slab 2	Total Commission

Parameters

Branch, Date Range, Sales Man

Non Active Account report

Sales Register (Back to Back)

Counter wise / Date wise / Supp. Code Wise

S.No.	KB Bill	Dt.	Amount	Party Code	Name	Dept. Name	GR.No.	GR Dt.	Amount	Cr. Note No.	Cr. Nt. Dt.	Cr.Nt.Amount
-------	---------	-----	--------	------------	------	------------	--------	--------	--------	--------------	-------------	--------------

Pending GR Register (Back to Back)

Counter wise / Date wise / Supp. Code Wise

S.No.	KB Bill	Dt.	Amount	Party Code	Name	Dept. Name	GR.No.	GR Dt.	Amount	Cr. Note No.	Cr. Nt. Dt.	Cr.Nt.Amount
-------	---------	-----	--------	------------	------	------------	--------	--------	--------	--------------	-------------	--------------

List of A/c (Non Working) with respect to particular period

Period from

Party Name	Last Transaction Date	Transaction Type	Balance as on to Period	Balance as on
Total				

Recovery made during ..... To ..... w.e.f. bill period to Date.....

Debtors

Payment	ECS	Total

Suppliers

Payment	ECS	Total

Stock Ledger Invoice Wise

Item Name  
From Date ..... To .....

Item Name

Date	Party	Bill No.	Receipt	Issue	Balance
Total					

Ageing Analysis

Outstanding Statement with or without Ledger Balance.

Party Name	Bill No.	Bill Date	Bill Amount	Balance Amount	Days	Ledger Balance

Debtor Recovery

Description	Non Back to Back (RS/ Lacks)	Back to Back (RS/ Lacks)	Total (RS/ Lacks)
Outstanding as on .....			
Recovery Done from Dt TO Dt.			
Total Recovery			
With Respect to outstanding as on ....."			
Net Outstanding			



Cash Deposited Slip

Date .....

Opening Balance	
Rece. From Cash Sale	
Recd. From Customers	
Total amount Received	
Return back to Customer	
Return against Sales Return	
Deposited in Bank	
Balance Cash in Hand	

Annexure- IV

(Please mention Yes or No against each point Yes means available , No Means not available in software)

Group	Features
Admin	Authorization matrix 6 level or more
	Auto Data Consolidation
	Central Administration
	Cloud Based / Distributed / Central Architecture
	Copy Voucher Content on a new voucher
	Reports in Xls
	Item Rate Decimal
	Manage User wise Module in Briefcase.
	Master Merging Facility
	Multi Company
	Multi User
	Splitting of Data
	User Level Authorization
	User Level restricted menu's (Role Based)
	User wise activity control (print/data upload download)
Account Locking Period	
Audit Module	Machine wise login restriction
	Audit log for all transaction with all change history till now
	Machine IP tracking with all Transaction and changes
Finance	Bank Reconciliation
	Chart of Account
	Cheque Bounce Record
	Cheque Receipt V/s Bank Receipt Tracking
	Company wise / Branch wise / Division Multi Level Accounting
	Item wise GL Mapping for Finance
	Multiple Sale & Purchase GI's
	Purchase & Sale Account at Branch Level
	VAT Returns State wise
	Complete Service tax Module
	TDS Complete Module for both way
	Service Tax/TDS reports as per government
	Inventory
Customer Delivery Schedule	
Dispatch Planning Ag. Order	
Handling UPS System for maintenance of Inventory	
Integrated / Non Inventory	
Inventory Valuation Method Average	
Inventory Valuation Method Closing Rate List	
Inventory Valuation Method FIFO	
Inventory Valuation Method Item Based	
Inventory Valuation Method Last Sale Rate	
Inventory Valuation Method LIFO	
Inventory Valuation Method Low Cost	
Inventory Valuation Method Moving Average	

	Inventory Valuation Method Purchase Rate Master
	Inventory Handling through Attribute
	Item Herirechey
	Item Lookup Specific Length
	Item master Importing Facility
	Item wise some Extra Fields
	Memo Dispatch
	Multi BIN
	Multi Level Group Hierarchy of Item Master
	Multi level Ware House Management
	Order Dispatch Schedule
	Partial Holding Order
	Quality Check
	Quotation Ag. Order
	Replenishment
	Requisition for Order
	Sample Management
	Re-order level for replenishment
	Stock checking on Item Level or Sub Item level
	Stock Valuation (Multi level)
	Stock Ageing
	Supplier Delivery Schedule
	Tailor made Dash Board
	Unique No. for Item as IME No.
	User Defined Item master Creation
	Warranty System
	Gate Entry Inward
	Gate Entry Outward
	Logistics Inward
	Logistics Outward
	Supplier wise Stock management
	Ware house Management feature (Rack/bin management)
Purchase module	Multiple Type of PO can be created
	PO scheduling
	PO Terms and condition can be configured
	Tolerance level can be set with PO wise/item wise/category wise
	GRN happen after QC
Multi-location transfer	Inter branch transfer
	Goods in-transit
	Transfer out- Transfer –In (Auto after verifying file)
Sales	Bill split option
	Multiple payment receive option
	Indent generation option at counter
	Credit sales at counter
	Cash management
	Petty cash management
	Bank deposit
MIS	Report formats attached (kindly confirm all format)
	Attachment of Scanned copy of Document
	Chat Room for internal communication
	Chronology in Batch Issue



	Customized reporting
	Dash Board
	Different Numbering sequencing
	Document History
	E-mail Alerts
	SMS Alert
	Facility of User Defined Caption on any Entry Form (for all users / individual User)
	Maintenance of minimum and maximum Level and re-Order level of inventory as Overall / Division / Branch / Warehouse
	Managing Credit Limits of Supplier / Customers
	Party Advance Control
	Payment Advice
	Purchase Order Management
	Sale Order Management
	Stock Costing on above
	Vehicle Doc. Maintenance
	Visitors Gate Entry
Software Features	Option to create and delete fields in software
	Software UI can be customize as per requirement
	Option to change caption
	Option to change color/theme
	Auto sums/Email
	Document scan option and keep in software with transaction
	Digital signature capture and can use on documents
	Document designer (PO/GRN/invoice etc format)
	Report designer (MIS can be design and customize)
	Document can be save as draft and can be recall later
	Serial number management
	Barcode generation
	Pre barcode product mapped
	Month/Period Lock-in facilities where no further transaction possible.
<b>Multiple user levels</b>	
	User access to the SOFTWARE system shall be based on user levels. Each user will be assigned a user level, which defines the authority and features available when using the SOFTWARE system.
	User levels permissions shall affect which SOFTWARE screens are available, which actions are available in each screen, which input and of what type can be entered, and which data can be retrieved, viewed and included in reports.
	A separate, administrator level shall be available, with configuration and setup permissions regarding system level parameters.
	The administrator level shall not be an operational account and shall not be permitted to perform normal activities in the running SOFTWARE system.

	No user shall be able to access and modify permissions for another user (with the exception of administrators).
<b>Data and transaction traceability and accountability</b>	
	All major user activities (login/out, assigning activities, activity progress confirmation, task list completions, field team location data, etc.) shall be logged and accompanied by a user and date/time stamp when stored in the database.
	It shall not be permitted to modify the logged user and time data, nor the actual stored activity data once the activity is marked as completed, from within the SOFTWARE application.
	It shall be permitted for a user hierarchy level higher than the one that created the activity data, to rearrange selected items for organizational purposes (for example, to move digital photos from a work order report to an asset). Any such modified elements will retain all original time stamp and user information.
<b>Customizability (User Defined Fields)</b>	
	The SOFTWARE shall support the customization of data entry fields. It shall be possible to define user-defined fields (UDFs) of any type (arithmetic, alphanumeric, text, date/time, etc.) on any SOFTWARE data entry screen.
	It shall be possible to create UDFs that offer the user a selection from a predefined list of items, which will also exist in the SOFTWARE system.
	The SOFTWARE system shall handle data entered into UDFs as any other system data. UDFs shall be utilizable for display and sorting, queries, reports and any other SOFTWARE system action associated with data fields.
	When UDFs are created, they will be required to be configured for each required language in the SOFTWARE system.
	All configuration/setup of UDFs shall be able to be performed from within the SOFTWARE application and not only through external database/SQL tools.
	Only administrator accounts shall be permitted to perform these configuration actions. Once performed, these configurations will be available to all required users.
<b>Customizability (General)</b>	
	It shall be possible to rearrange, reconfigure and add/remove items in any SOFTWARE screen with relation to the fields presented, the inputs required and the outputs created.

	It shall be possible to customize data views to display any subset of the available relevant data fields, in ascending/descending order per data field.
	It shall be possible to define which fields in a SOFTWARE data entry screen are required to be filled in as mandatory and which are optional.
	It shall be possible to define data fields that are automatically populated from data in the database, based on lookups. For example, if on a SOFTWARE form a Site ID number is entered, it shall be possible to define a data field on the same form that automatically looks up the Site Region/Area from a master table and populates itself with this information.
	It shall be possible to define report format and content based on any subset of available data
	It shall be possible to mass-populate database tables via import of predefined spreadsheet/text file templates.
	It shall be possible to export queries, reports, and any subset of available data, to standard file and application formats.
	All configuration/setup operations shall be able to be performed from within the SOFTWARE application and not only through external database/SQL tools.
	Only administrator accounts shall be permitted to perform these configuration actions. Once performed, these configurations will be available to all required users.

Annexure- V  
Financial Bid Format

S.No	Work Details	Cost
1. 2. 3. 4.	Development/customization/Implementation of Software (30 concurrent user full access) Additional User Implementation & Training (maximum 3 month) AMC (After one year successful implementation / after one year warranty)  AMC Shall be applicable for three years and no increase shall be allowed	
	Total	
	Taxes (show vat and service tax separately)	
	Grand total	

Total in words:

While evaluating financial bid, the total cost of the project will be considered

I/We accept the terms and conditions mentioned in the tender document.

(Authorized Signatory)  
Duly signed & stamped

- Bid/tender should be submitted as the letter head of the firm.
- Official submitting/signing the bid should submit authorization letter (as the firm letter head) duly signed/stamped allowing to him/her to sign the bid on behalf of the firm.

Checklist for Tender

Before submission of tender documents, Tenderers should check they have complied with the following requirements: -

<b>S.no</b>	<b>Requirements to be checked before submission of the tender</b>	<b>Complied (Please indicate YES after complying with the requirement)</b>
1	Cost of Tender has been enclosed with tender document	
2	Earnest Money Deposit (EMD) has been enclosed.	
3	Complete tender documents have been enclosed, after signature & stamping on ALL pages.	
4	Signatures of witness with full name and address have been added wherever required on tender document.	
5	Proposal has been submitted in two bid system – Technical Bid & separate price Bid as per tender enquiry.	
6	Offer validity as required in tender has been accepted & clearly mentioned in tender document.	
7	Delivery Terms & Period as per tender has been accepted and mentioned in tender.	
8	Payment Terms as per tender have been accepted and mentioned in tender.	
9	Last 3 year Audited ITR Copy & PO Copy from customer	
10	Delhi (NCR) Address proof .	
11	Acceptance of Functional Demo clause, as required in tender, has been specified in writing.	
12	Annexure II,III, IV, V ,VI	
13	The tenderer has clearly mentioned in writing that business dealings with their firms have not been banned by any Govt/Private agency.	
14	If the tenderer wants to mention any specific condition, it must be mentioned on the covering/forwarding letter only which will be placed on the first page of the technical bid. Such condition mentioned in any other document shall not be given any consideration.	

Revised

Payments and Billing

20 % advance payment with work order after that all payments will be made after successful completion of work to Kendriya Bhandar in duplicate along with the following papers/ documents:

3. Report of Service rendered, to the concerned dept. Certified by the user department duly signed and complete in all respects.
4. Such other documents as may be specified in the tender/development order.

80 % of Payment to the service provider shall be made by Kendriya Bhandar against the submission of performance guarantee from a nationalized/scheduled bank and after successful implementation of software at Stationary Division. Performance guarantee has been valid for three years after the date of implementation.

Payment shall be released against proof of successful completion of the work.

Annexure- VI

Hardware Detail		
Sr. No		Specification
1.	Server	
2.	Desktop	
3.	Printer	
4.	Operating System	
5.	Database Software	
6.	Connectivity Required	
7.	Any other software/hardware requirement	