



**Dedicated Freight Corridor Corporation of India Limited**  
(A Govt. Of India Undertaking)

5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi – 110 001

**No. HQ/IT/7CPC-CR**

**Date: 18.05.2018**

**Sub:** E-quotations are invited for carrying out the work of implementation of Enhancements in SAP-ERP HR / Payroll Module.

**Scope of Work:** Configuration of functionalities in SAP-ERP HR/Payroll Module.

DFCCIL has implemented SAP-ERP System consisting of FI/CO, HCM, Payroll, PS, MM, DMS, ESS Portal, Land Acquisition Information System and Geographical Information System. E-Quotations are invited to carry-out the work of implementation of enhancements in HR / Payroll Module of SAP-ERP System installed at DFCCIL as per details below:-

SN	Issue
1.	7 <sup>th</sup> CPC Configuration: Configuration of revised Transport allowance, Deputation Allowance, Child Education allowance for all CDA employees with requisite validations.
2.	Hiring and Payroll configuration and implementation for different type of Employees e.g. Contact, Consultant etc.
3.	Bug Fixing in preparation and publication of Income Tax computation sheet and publication of Form-16 on Employees Portal.
4.	Bug fixing in Lease sub-module and validation thereof. Updating Self-Lease and Third Party Lease. Short closure of Third Party Lease.
5.	Payroll Configuration:- <ul style="list-style-type: none"><li>• Front end tool for Configuration of regular changes in Salary Components like DA / IDA, Transport Allowance and Child Education Allowance etc. by the End User.</li><li>• Proper Mapping of Wage-types w.r.t. Pay-slip, Income Tax and reports thereof. It shall also include Wage type sanitization of the current wage types available in the system.</li><li>• Calculation of Perquisite Value as per Tax laws.</li><li>• Income Tax patching for the Year 2018-19 and incorporation of all required changes in Income tax computation sheet and Form-16.</li><li>• Bug Fixing and Report Generation in Pay-Slips printing.</li><li>• Bug Fixing and Report Generation of Salary Calculated and Transfer in Bank vouchers.</li></ul> Bug Fixing and report generation in Final Voucher sent to Banks.
6.	Configuration and Implementation of Holiday Calendar for Corporate Office and All CPM Units as per the calendar provided by the respective CPM units with requisite validations.
7.	Updating of Leave Quota with due checks and validations. Configuration and implementation of EOL, Study Leave and Preparatory leave for retirement, Special disability leave, Joining time, Compensatory off etc.
8.	Configuration and implementation of different Employee grades.
9.	Creation of Sub-areas: - There are 14 CPM units and each of these CPM units have sub areas or branch offices of these CPM units need to be configured.
10.	Positive Time Management based in biometric data and display of same on Employees Portal to Officials and respective controlling officials.
11.	Annual Performance Appraisal and Review (APAR) Module for performance management has been implemented partially. Pending works has to be completed along with 10 numbers of printable reports.
12.	Complete documentation thereof: CBTs (on DVD), User Manuals, Troubleshooting, Maintenance Manuals etc. in editable soft format (both in Word and PDF formats)

## Time Line and Payment Schedule w.r.t. Key Deliverables

KD	Work involved	Time-line	Payment Schedule	Lumpsum Cost excluding tax (Rs.)
KD-1	Inception and information gathering and preparation of BBP	2 weeks	5%	
KD-2	Completion of items No.1.-5	7 weeks	20%	
KD-3	Completion of items No.6 -9		15%	
KD-4	Completion of items No.10		15%	
KD-5	Completion of items No.11		15%	
KD-6	Completion of items No.12	1 week	15%	
KD-7	Final Acceptance	2 weeks	15%	

(Lumpsum Cost in Words \_\_\_\_\_)

Please arrange to submit your e-quotation online using the link [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) on or before 15:00 Hrs. on 25.05.2018 for the subject item. The E-quotations shall be opened online on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) at 15:30 Hrs. on 25.05.2018 at 4<sup>th</sup> Floor, Dedicated Freight Corridor Corporation of India Limited, Pragati Maidan Metro Station Building Complex, New Delhi -110 001.

### 1.0 **Instructions to Firms for Online e-quotations:**

- 1.1 The E-Quotation can be submitted Online on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) on or before 15:00 Hrs. of 25.05.2018. This e-quotation will be opened online at 15:30 Hrs. on 25.05.2018 on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).
- 1.2 E-quotation shall be submitted through online mode only at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL). Quotations submitted by any other mode will not be accepted.
- 1.3 It is mandatory for all Firms to have Class-III Digital Signature Certificate (in the name of person who will submit the online e-quotation from any of the Licensed Certifying Agency ('CA') [Quotationer can see the list of licensed CAs from the link [www.cca.gov.in](http://www.cca.gov.in)] to participate in e-quotation of DFCCIL.
- 1.4 To participate in E-quotation, it is mandatory for Firm(s) to get themselves registered with the Tender wizard ([www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL)) and to have user ID and password. Firms have to pay Annual Registration charges of Rs. 2000/-+GST to M/s. ITIL through e-payment. Already Registered Firms at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) need not pay registration charges to M/s ITIL.
- 1.5 [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) is the only website for submission of e-quotation. 'Vender Manual' containing the detailed guidelines for e-tendering available on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).
- 1.6 Modification / Substitution / Withdrawal of e-quotation:
  - 1.6.1 Firm(s) may modify, substitute or withdraw their e-quotations after submission prior to 15:00 Hrs. of 25.05.2018 (Last Date & Time for e-quotation Submission termed as e-quotation closing date & time). No Bid shall be modified, substituted or withdrawn by Firm after quotation closing date & time.
  - 1.6.2 For modification of financial offer, Firm has to detach its previous offer from [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and then upload digitally signed modified offer.
  - 1.6.3 For withdrawal of e-quotation, Firm has to click on withdrawal icon at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).
  - 1.6.4 Before withdrawal, it may specifically be noted that after withdrawal of e-quotation, for any reason, Firm cannot resubmit their e-quotation again.

- 1.7 Signing of Quotation:
- 1.7.1 This Quotation being E-quotation, the Digital Signature obtained from Approved Controller of Certifying Authorities (CCA) shall only be considered as authentic for submission of quotation.
- 1.7.2 For submitting the e-quotation, the Authorized Signatory shall be the Digital Signatory. In case, the Authorized Signatory and Digital Signatory are not the same, the bid shall be considered non-responsive and will be rejected.
- 1.8 Deadline for Submission of Quotation:  
Firms must ensure to complete the e-quotation submission process in time as [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) will stop accepting any online quotation after quotation closing date & time.
- 1.9 Help-Desk for e-quotation:  
For any clarification, help and registration for e-tendering / quotation and for obtaining Digital Signature, Contact at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and on telephone no. 011-49424365 or mobile no. 9599653865.
- 1.10 Availability of Quotation Documents:
- (a) Quotations Document can be downloaded from [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL). Firms who wishes to view Quotation Document can visit [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).
- (b) DFCCIL may issue Corrigendum to the Quotation Document which shall be placed on website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) only and at least 2 days in advance of date fixed for Opening of Quotations.
- 1.11 The complete quotation document including corrigendum digitally signed would be uploaded at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) in 'Document Library'.
- 1.12 Financial Bid (Excel File) is to be downloaded from website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and then is to be filled, saved and uploaded (through Digital Signature) on the same website.

**Mandatory Terms & Conditions:**

1. Firm is required to quote their rate online in the given format of Excel Sheet on website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) exclusive of applicable taxes. Only rates quoted online shall be considered for evaluation.
2. Validity of offer should be at least 120 days, from the last date of submission of current quote.
3. The quoted rates should be exclusive of taxes. Applicable taxes will be paid extra.
4. Consultants should report at Corporate Office, DFCCIL, New Delhi and start the work within 7 days from the date of issue of the Work / Purchase Order.
5. The Firm on award of above Work is required to sign and abide by the Non-Disclosure Agreement with DFCCIL.
6. Payment terms: Payment would be made on submission of invoice KD-wise on successful completion of that particular KD.
7. DFCCIL reserves the right to reject all offers received without any reason thereof.
8. Self-certified copies of Consultants profile and experience details must be submitted with the Quote Documents.
9. The work awarded / acceptance can be terminated with prior notice of one month period.

**In case, any of the above conditions are not accepted or any new condition is given which is not acceptable to DFCCIL, offer would be rejected summarily.**

Signature of Bidder\_\_\_\_\_

**General Manager/IT**