

# **Request for Proposal for Implementation of SAP S/4 HANA with HER Solutions**

## **Corrigendum to Volume I – System Integration Services and Solution Scope**

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and Technology**



**NOTE:**

The contents of this corrigendum document highlights the changes which have been made to the certain sections / sub sections of Volume I - System Integration Services and Solution Scope document as released on 1<sup>st</sup> February 2018.

The bidders are requested to submit their technical bid referring to the Volume I - System Integration Services and Solution Scope document in conjunction with the relevant changes as highlighted in this corrigendum document.

## 4.2 Functional Scope (Revised)

SGGSIE&T has decided to go in for a phased approach to implement the SAP S/4 HANA solution across the functional areas listed below.

### 4.2.1 Indicative Business Coverage Scope (Revised)

Sr . N o.	Functional Area	Brief Description of Sub Modules / Sub Functions	Required in SAP S/4 HANA **	Integration requirements	Annexure I – FRS Reference
1	Finance and Accounts	<p><b><u>General</u></b></p> <p>Accounts Receivable, Accounts Payable, Student Fees and Billing, Asset Accounting, Cash / Bank Management, Funds Grants Management, General Ledger, Budgeting and Planning, Student Accounts, etc.</p> <p><b><u>Salary Unit</u></b></p> <p>Drawing salary including allowances, bonuses, etc. of employees of all categories –regular, contract ,temporary / various advances and settlements / reimbursement of various allowances / retirements and final payments/issue of annual Form 16 / Form 16A / calculation of Lien contribution / payments to external guests / examiners, etc. / pay fixation and arrear payments</p> <p><b><u>Retirement Benefits Unit Pension</u></b></p> <p>Payment of retirement benefits i.e. gratuity, pension, and family pension, commuted value of pension / pension revision and payment of arrears due to revision in pay / monthly pension disbursement of approx.... 1900 pensioners and family pensioners / income tax calculation and issue of Form 16 / preparing budget for</p>	Yes	To be handled as part of core SAP S/4 HANA solution	SGGSIE&T_FRS – Accounts.xlsx

	<p>pensioner benefits</p> <p><u>GPF / CPF</u></p> <p>GPF, CPF subscriptions, advances, withdrawals and payments.</p> <p><u>NPS</u></p> <p>Registration of employees / transfer of NPS subscription to Specified Financial Institutions subscribers account / final payment of accumulated fund through NSDL</p> <p>Bank reconciliation / preparation of final accounts / investment funds in banks / budget preparation</p> <p><b>Student Accounts Unit</b></p> <p>Scholarship payments, contingency payments for research scholars / student fee collection/refund of fees / student TA-DA advances and settlements, NCC and student gymkhana related expenditure / independent student activities with sponsored funding, etc.</p> <p><b>Stores Accounts Unit</b></p> <p>Local purchase through purchase order / imports; payment through telegraphic transfer and through letter of credit, etc.</p> <p><b>Hostel Accounts</b></p> <p>Payment of Salary and pension subsidy, uniform subsidy, medical allowance / retirement benefits to mess employees, purchases and other expenditure / maintaining cash book / investments, etc.</p> <p><b>Works Accounts Unit</b></p> <p>Payment for construction work bills / maintenance and repair bills / power</p>			
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	<p>supply and electrical maintenance works / interior renovation / decoration / design works / public Health works, etc.</p> <p>Security deposits, earnest money deposits, material advances, mobilization advances, etc. / monthly remittances of income tax, work contract tax, professional tax etc./ issue of Form No. 16A for income tax and Form 402 for Work Contract Tax, etc.</p> <p><b>Final Accounts unit</b></p> <p>Preparation of final account statements as per uniform format issued by MHRD.</p> <p>Generate receipts and payments report</p> <p>Reconcile cash book ,bank and cash balance as on 31<sup>st</sup> March every year</p> <p>Incorporate from sundry creditor registers of each unit of account section towards provision as on 31<sup>st</sup> March</p> <p>Create Sundry Debtors register Create Journal Entry register Consolidate various statements of accounts Provide depreciation Preparation of budget and revised estimates</p> <p><u>Remittances and Deposits</u> LIC salary saving scheme, group saving linked insurance, professional tax payments, post office recurring deposit payment, postal life insurance payment, GIS retired members remittance calculation, remittance of TDS collected from employees, quarterly e-filing of TDS, etc.</p> <p>HBA / Staff Welfare Fund</p>			
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		<p>Advances and settlement against HBA and Staff Welfare Fund, etc.</p> <p><b>Post-Retirement Medical Scheme (PRMS)</b></p> <p>Commencement of PRMS subscription / maintenance of PRMS broadsheet / reimbursement for treatment / statement of accounts / investments.</p> <p><b>Entrance Examination</b></p> <p>Maintaining All India Entrance Examination Income and Expenditure</p> <p><b>Imprests Account, Advances , Direct Purchases</b></p> <p>Cash Imprests: Settlement and recoupment / general advance and settlement of advances –For direct purchases without PO / direct purchase: Payment to party –(Rate contract vendors and other party payments) / Inter departmental transfers, etc.</p>			
2	Human Resource Management and Payroll	Employee Service Book, Faculty Affairs, Leave Travel Concession, Payroll, Recruitment, Staff Training, etc.	Yes	To be handled as part of core SAP S/4 HANA solution	SGGSIE&T FRS Human Resources.xls x  S
3	Purchasing and Inventory Management	Material code creation, requisition, purchase order, goods receipt, issues, returns, scrap sales, end-to- end E-procurement, etc.	Yes	To be handled as part of core SAP S/4 HANA solution	SGGSIE&T MMD.xlsx
4	Project Management – Research and Development (R&D)	Manage project payables, project receivables, fund allocations, project proposals, project code creation, receipt of grants and funds, honorarium advances and settlements, investments, budgets, project monitoring and tracking, project profitability, financial statements, etc.	Yes	To be handled as part of core SAP S/4 HANA solution	SGGSIE&T_FRS_RESEARCH PROJECTS.xlsx
6	Asset Maintenance	Material planning, manpower planning, resources and tools planning, preventive maintenance schedules, generate maintenance work orders, integration of estimates with Schedule	Yes	To be handled as part of core SAP S/4 HANA solution	SGGSIE&T_FRS_IPS MMD.xlsx

		of Rates, Measurement Book, etc.			
7	Right to Information (RTI)	Receive RTI application, scan and store in DMS Forward the RTI to concerned officer through DMS workflow Receive information pertaining to RTI VIA EMAIL OR THROUGH DMS REVIEW BY INFORMATION OFFICER ONLINE SUBMIT THE INFORMATION TO APPLICANT	Yes	Finance and Accounts integration for RTI fees  Integration of SGGIE&T portal along with Document Management Solution (DMS) and other core SAP S/4 HANA areas	SGGSIE&T_FRS_RTI.xlsx
9	Academics and Student Life Cycle	Course administration, timetable management, admissions, registrations, scholarships, examinations, course evaluation, convocation, etc.	Yes	To be handled as part of core SAP S/4 HANA solution	SGGSIE&T FRS Academics.xlsx  SGGSIE&T FRS Training and Placements.xlsx  SGGSIE&T FRS Gymkhana.xlsx
11	Administration – Advertisement Services	Generate advertisement requisitions, advertisement quotations, approval of requisitions, generation of purchase order, etc.	Yes	To be handled as part of core SAP S/4 HANA solution	SGGSIE&T FRS Administration Miscellaneous.xlsx
13	Administration – Postal *	Track and monitor all information pertaining to inward and outward dispatches, barcode for dispatch tracking, etc.	Yes	To be provided using SAP DMS and workflow	SGGSIE&T FRS Administration Miscellaneous.xlsx
14	Administration Transport Management *	Request for Transport Approval of request for transport Allocation of bus/Transport against a request Online logbook to be filled for each bus Online logbook for daily fuel consumption Online logbook for duty register for drivers	Yes	To be handled as part of core SAP S/4 HANA solution and/or 3 <sup>rd</sup> party solution as recommended by the Bidder	SGGSIE&T FRS Administration Miscellaneous.xlsx
15	Hostel Management *	Hostel facility information, room allocation and availability management, attendance and visitor records,	Yes	To be handled as part of core SAP S/4 HANA	SGGSIE&T_FRS Hostel Management.xlsx

		expense calculation, mess bill calculation, collection of fees / fines, etc.		solution and / or 3 <sup>rd</sup> party solution as recommended by the bidder	
16	OPD health records	<ol style="list-style-type: none"> <li>1. Daily maintenance of OPD patients record</li> <li>2. Daily maintenance of attending doctor</li> <li>3. in-house medicines distributed then daily patient name and medicines distributed</li> <li>4. Leave certificate for student in case he is ill</li> <li>5. Faculty records for ODP visit</li> <li>6 employee sick leave –certificate gate passes for asset movement, etc</li> </ol>	Yes	<p>OPD system to generate sick leave and medical certificate to students and employees which needs to be available online on DMS system.</p> <p>Daily fees collected should be deposited in cash section and same should be updated in SAP S4 FICO on daily basis</p>	N/A
18	Guest House Management	Guest house facility information, room allocation and availability management, visitor records, expense calculation, collection of fees, etc.	<b>No</b>	Finance and Accounts, Procurement and Inventory related activities ,etc. will be required as part of integration needs	N/A
19	Central Library	Book acquisition, classification of various library medias, pamphlet processing, queries, circulation and reference except serial control, bound volumes and housekeeping, etc.	<b>No</b>	Students fees, library fees / penalties finance integration, procurement and inventory related integration, monitoring and tracking issue and return of books and journals on student portal,	N/A

				alerts/reminders on deadline dates, availability of requested books, etc.	
20	Hospital Management *	Issuing of counter slips to patients, giving appointments of visiting experts, registering for a pathology test, entering test results and printing reports, etc.	Yes	Finance and Accounts, Procurement and Inventory related activities etc. will be required as part of integration needs To be handled as part of core SAP S/4 HANA solution and / or 3 <sup>rd</sup> party solution as recommended by the bidder	SGGSIE&T FRS Hospital Management.xlsx

#### 4.6.6 Operations and Maintenance Support

##### *SLA Violations and Associated Penalties*

- Maximum SLA penalty be capped at 10% of the Implementation charges.

### 5.3 Governance Structure and Project team Requirements

#### 5.3.1 SGGSIE&T Project Team

SGGSIE&T will constitute a project governance framework.

The bidder shall propose the governance structure which will be interacting with the SGGSIE&T along with the escalation matrix and time duration of the response by the concerned personnel.

#### 5.3.2 Bidder Project Team

The bidder shall propose a team that would be involved in the entire



project life cycle. The minimum expected experience, certifications and other required details are mentioned below. SGGSI&T reserves rights to interview and approve / reject the project team member(s) proposed for implementation from time to time.

#### Project Manager

Minimum ten years of experience including SAP S/4 HANA Project Management. This experience should include minimum three end to end SAP implementations as a Project Manager. Minimum one implementation out of three SAP implementations should be of SAP S/4 HANA implementation of Students lifecycles management in a University / Education Institute / PSU/ College in India or worldwide.

#### Functional Integration Manager

Minimum ten years of SAP implementation experience with three end to end SAP projects experience out of which one SAP S/4 HANA Project implementation in a PSU / University / Education Institute / College in India / worldwide having status not less than SGGSI&T (On Going experience at Education Institute having status not less than SGGSI&T will be considered). Should understand different modules of SAP S/4 HANA and effect of change in parameters in one module how the same will affect the system. He / she should be in charge of all the integration issues during implementation.

#### Change Management Lead

Minimum Six years of professional experience including experience of Conducting change management workshops, developing change management strategy. The person should have led the change management track in at least one SAP S/4 HANA implementation lifecycles.

#### Functional Leads

Minimum eight years of professional experience including three end to end SAP implementation as a Functional Lead. Out of three SAP implementation experience minimum one must be in SAP S/4 HANA implementation project. The experience of one SAP S/4 HANA project implementation can be in PSU / University / Education Institute / College in India / worldwide (On Going experience at Education Institute having status not less than SGGSI&T will be considered).

#### Functional Consultants

Minimum three years of professional experience including two years of experience

in SAP implementation including minimum one SAP S/4 HANA implementation lifecycles which include at least one India localization experience in the relevant modules. The experience should include a minimum of one SAP S/4 HANA project implementation in PSU / University / Education Institute / College in India / worldwide (On Going experience at Education Institute having status not less than SGGSIE&T will be considered).

#### Technical Leads

Minimum five years of experience in the technical domain including Technical Lead experience of minimum one SAP S/4 HANA implementation projects, implementation experience of minimum one SAP S/4 HANA implementation cycle experience.

#### Technical Consultants

Minimum three years of professional experience including one years of experience in SAP technical domain including minimum one SAP S/4 HANA Implementation lifecycle experience on different modules, implementing interfaces to legacy applications, report customization, system architecting and Database management, etc.

#### Industry Subject Matter Expert (SME):

Should have knowledge about University / Education Institute and academics functions. SAP /S4 HANA implementation experience will be preferred.

#### IT Infrastructure Lead

Should have knowledge on server sizing, how to make specification of the data-center, planning for disaster recovery. He/ she should have experience for at least two instance of developing specification of data center including LAN, WAN and storage system.

The proposed project team members should be on the payroll of the bidder and should have been working with the bidder for more than six months.

The detailed resumes to be provided in the format mentioned in Volume-II.ANNEXURE III Article 10. For Project manager, Leads and Industry SME one plus one profile should be proposed. SGGSIE&T has rights to reject, or change

any proposed bidder team member based on SGGSI&T evaluation during contract finalization.