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19	Parameter Based Over-ride: The system should be configured for parameter based overrides on transactions.		
20	Access Control Lists/Group Security: Role-based security, right up to the extent of specific actions, menu items and files can easily be allocated.		
21	Single Sign-on:: The single sign-on or Identity Management facility should be inbuilt features of ERP solution.		
22	Comprehensive Audit Trail: The solution should offer comprehensive Audit trails features, identifying the type of transaction, its source and destination, time etc. This serves as a very useful reference for security and audit purposes.		
23	Data consistency/Integrity: Data consistency should be monitored using integrity checkers and validity engines which periodically validate the information against the system for information discrepancies.		
24	User Account Locking: Accounts locking facility on detection of specific intrusions or attempts at intrusion should be available.		
25	Password Encryption: To ensure safety of user password, the same should be encrypted.		
26	Scalable Architecture: The proposed ERP solution has to be benchmarked and optimized for handling large volumes, ensuring that the architecture withstands and performs equally efficiently in a growth-oriented environment.		
27	Service Oriented Architecture: The solution should use service oriented architecture to enhance the efficient reusability of functionality and further extend the same to multiple channels as services.		
28	N-tier Design: The proposed solution design should incorporate an n-tier architecture in its design viz. the front-end tier comprising the user interface, the middle tier comprising the business logic and the backend tier comprising the database.		
29	System should be capable to store various uploaded documents in compressed and encrypted form and should be able to retrieve and display the same whenever required.		
30	The system should provide separate Admin Modules for System and User Admin functionalities.		
31	Open ended interface capability: The solution should have the capability to be easily integrated across any third party applications, public network feeds, payment gateways and private network protocols thereby ensuring wider acceptability, compatibility and integration with any DMS solution.		
32	Cluster/Mirroring Database Support: The ERP solution should support clustering of databases thus enhancing the scalability, distribution and reliability of the system.		
33	Application Clustering/master-slave: The ERP solution should support clustering of application for reliability of the system.		
34	Facility to attach scanned images of documents with the application in compressed and encrypted form. The different users in the workflow can view the images.		
35	Documents to be stored page wise and be retrieved page wise so that bandwidth usage is minimized		



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36	For encryption of personal data at rest and in transit, any of the encryption mechanisms specified in and approved for use as per “NIST Special Publication 800-175B Revision 1 - Guideline for Using Cryptographic Standards in the Federal Government: Cryptographic Mechanisms” or its latest revision shall be used.		
37	Multi-factor authentication (MFA)		
38	Principle of Least Privilege		
39	Role-Based Access Control (RBAC)		
40	Application password policy should align with the password policy specified by NPPF.		
41	Session Management		
42	Collect only the necessary information required by NPPF to process loan		
43	Mask sensitive data in non-production environments and when displaying it in user interfaces.		
44	Ensure that user consent is obtained and documented for the collection and processing of personal data.		
45	Implement mechanisms to handle data subject rights, such as access, correction, and deletion of personal data.		
46	Secure coding practice as per ISO 27001:2022 Annex A should be in place		
47	detailed logs of user activities and access to sensitive data should be generated by the application		
48	Use whitelisting for input validation to allow only known good data.		
49	Handle errors gracefully without revealing sensitive information in error messages.		
50	Secure any APIs used for integration with third-party services.		

Annexure B: Functional Requirement

a. Fixed Asset

Minimum Functional Specifications for Fixed Assets			
SI no.	Functional Requirement	Bidder's Response (F/C/N)	Bidder's Comments
1	The NPPF's assets should be classified into different categories e.g., (Investment Property and Property plant and equipment) and it has to be as per the BAS compliance		
2	The Asset categories (Investment Property and Property plant and equipmen) has to be further sub classified based on the accounting policy of NPPF.		
3	The system should capture the Asset life cycle (from Procurement till disposal/write-off of the assets).		



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4	System should be capable of maintaining master details of owned premises / immoveable assets and moveable assets for PPE assets including insurance and AMC details		
5	System should capture details of leased out premises like ownership details, location, date of lease, amount of lease, lease expiry, nature of lease, value, square ft. etc. The system should also capture details of office equipment.		
6	In case of Buildings, system should contain information relating to type of building, function of building, type of structure, number of floors, total floor area, total plint area, location, year the building was built or acquired, including pictural representation of particular flat/building/colony/Complex and , whether constructed through contract/undertaken departmentally, and details of the contract if undertaken through contract etc.Pictural representation of land has to be kept in the system.		
8	System should be able to undertake re-valuation of Real Estate assets or allow to put in details of valuation undertaken by independent valuer		
9	The system should also be able to capture details of any major maintainance undertaken to Assets.		
10	System should be able to derecognize portion of the assets and add new parts to it..		
11	The system should classify the assets as per the policy of NPPF.		
12	System should be able correlate assets along with their component.		
13	System should have facility to modify the assets (addition and deletion)		
14	System should support different types of depreciation methods such as straight line, reducing balance method, written down value method etc.		
15	System should support parameterisation of the depreciation/appreciation percentages and life for each asset / type of asset. System should support fair value concept for valuation of investment properties.		
16	System should compute the depreciation as per the depreciation policy specified in the parameter.		
18	System should maintain master details of AMC and contractors e.g. name of the vendor, AMC amount, period of contract, next service date, AMC expiry date etc. Issue warning messages before expiry of warranty.		
19	System should support movement of assets from one location to another (transfer of assets from one person to another person, and from one location to another location)		
20	System should provide for specifying insurance details for any class of asset		
21	System should capture and generate warning messages for expiry / renewal of insurance x (parameterizable) number of days prior to actual expiry / renewal date		
22	System should maintain asset inspection details such as last inspection date, next inspection date, inspection comments etc.		



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45	System should support access to the solution at the branches / department as per user rights defined		
46	System should permit branches / offices to enter data of assets installed / purchased		
47	System should have capabilities to group all assets across the NPPF to generate a single view of all assets		
48	The system should have the ability to generate unique assets code based on assets category and the logic supplied by NPPF.		
49	System should have the ability to export report to excel, pdf, word, csv		
50	The system should be linked to DMS and the Procurement system.		
54	Report		
54.5	System should generate reports related to the fixed asset module		
54.6	Generate Depreciation schedule to be used in Financial Statements		
54.7	Detail depreciation report by Assets classification		
54.8	Detail assets report by location		
54.9	Detail assets report by employee		
54.10	Details of assets added during the financial year		
54.11	details of assets derecognized during the year		
54.12	details of assets made obsolete during year		
54.13	Details of assets written off during the year		
54.14	Details of assets transfer during the year		
	The system should have inbuilt transaction report		
The above list are not exhaustive. If there is a change in requirements without impacting the overall proposed solution then it will be identified and designed during BPR and SRS stages and the same will be implemented during implementation stage			

b. Inventory Management

Sl. No.	Requirement	Bidder's Response (F/C/N)	Bidder's Comments
1.	Inventory Lifecycle Management		
1.1.	System should capture the complete lifecycle of all items from Goods Requisition to Goods Issued.		
1.2.	Requisition creation by user → approval by department chief → budget check. If within budget, routed to Procurement; if not, routed to Finance/CEO for budget enhancement.		
1.3.	Material requisition shall be integrated with the Employees' list and the user shall be given access to create a requisition in the system.		
1.4.	System should classify items according to sub-account/group.		



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1.5.	System should capture and store all item details (description, specifications, unit, cost, supplier, etc.).		
1.6.	Stock & Requisition Management		
1.7.	System should maintain Stock Register with every transaction recorded.		
1.8.	System should capture requisition details including: Goods Requisition, Goods Issued, Goods Received.		
1.9.	Goods Receipt Note Management		
1.10.	Vendor Management including bank account details		
1.11.	Payment process within Procurement division, reflected in Finance division for final payment.		
1.12.	User Interface & Dashboard		
1.13.	Dashboard and portlets available on user login page.		
1.14.	Pending Procurement		
1.15.	Pending Goods Receipt		
1.16.	Pending Material Requisition and Issue		
2.	Reporting & Analytics		
2.1.	Supply/Work Order Details		
2.2.	Supply/Work Order Printing		
2.3.	Goods Receipt Note		
2.4.	Goods Requisition Printing		
2.5.	Goods Requisition Details		
2.6.	Goods Issue Details		
2.7.	Goods Received Details		
2.8.	Stock Balance – current and as on specific date		
2.9.	Stock Balance with segregation of sub-accounts		
2.10.	Trend Analysis		
2.11.	Cost-Benefit Analysis Report		
2.12.	Late Delivery Report		
2.13.	Material Issue with Charge Code		
2.14.	Material Receipt with Charge Code		
2.15.	EMD Deposit and Refund Report		
2.16.	Performance Guarantee and Refund Report		
2.17.	Bill Payment Report - current and as on specific date		
2.18.	Role-based user access control and approval hierarchy		
2.19.	Comprehensive audit trail for all transactions		
2.20.	Alerts and notifications (e.g., pending approvals, stock below threshold, delayed deliveries)		
2.21.	Integration capability with Finance/ERP systems		



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2.22.	Compliance with NPPF governance and reporting standards		
2.23.	Data backup, recovery, and security protocols		
2.24.	Mobile accessibility (optional but preferred)		
2.25.	Scalability to handle future expansion and additional modules		
2.26.	User training and documentation support		
3.	EMD & Performance Security		
3.1.	Updating in the deposit in the system and shall showcase the details in Accounts and shall be verified by the account focal person		
3.2.	Refund request shall be submitted in the system and the refund process shall be embedded in the system.		
3.3.	Automatic calculation of Liquidated Damages		
3.4.	Bill generation within the system		

Notes

The above list is not exhaustive. Requirements may evolve during Gap Analysis.

Bidders are encouraged to highlight additional features that enhance efficiency, transparency, and compliance.

c. Procurement Process

User Management			
Sl. No.	Requirement	Bidder's Response (F/C/N)	Bidder's Comments
1.	User & Role base access		
1.1.	Role-based access control (RBAC): Admin, Supplier, Approver, Auditor, etc.		
1.2.	User registration & authentication		
1.3.	Profile management including digital certificates		
1.4.	Secure login via website portal (aligned with Bhutan e-Gov standards)		
2.	Tender Management		
2.1.	Create/Edit/View tenders as per procurement methods, segregated by category		
2.2.	Pre-bid queries and clarifications		
2.3.	Tender notice publication (website + notifications)		
2.4.	Tender document upload and download		
2.5.	Bid submission and modification through secure website portal		
3.	Bid Opening & Evaluation		
3.1.	Opening checklist		



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3.2.	Document Management System (DMS) for uploading proposals, minutes of meeting		
3.3.	EMD submission screen integrated with Accounts ERP		
3.4.	Technical & Financial bid opening		
3.5.	Automated comparison matrix		
3.6.	Evaluation workflows		
4.	Award of Bid		
4.1.	Award recommendation		
4.2.	Contract agreement upload via DMS		
4.3.	Performance guarantee integrated with Accounts ERP		
5.	Contract Management		
5.1.	Drafting and issuing purchase orders/contracts		
5.2.	Tracking of Payment milestone		
5.3.	Tracking contract execution		
5.4.	Amendment handling		
5.5.	Closure and archival		
6.	Supplier Portal		
6.1.	Supplier login via website		
6.2.	Supplier master with detailed records		
6.3.	Supplier blacklist management		
6.4.	Email/SMS alerts for updates		
6.5.	Messaging system for clarifications		
6.6.	Event-based notifications		
6.7.	Supplier risk scoring & vendor performance analytics (delivery delays, breaches, financial health)		
6.8.	SLA Monitoring & AMC Deduction Automation: breach alerts, timestamp logs, penalty calculation, deduction reports		
7.	Audit & Compliance		
7.1.	Audit trail of all transactions		
7.2.	Time-stamped logs		
7.3.	Digital signature integration		

1. Standard Reports

Category	Report Type	Key Details	Bidder's Response (F/C/N)	Bidder's Comments
Tender Reports	Published Tender Report	List of tenders, date range, trend analysis, status (Active/Closed/Cancelled)		



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Submission of bids shall be through the official NPPF e-procurement website, ensuring transparency and compliance with National Pension & Provident Fund's Procurement Rules & Regulation (NPPF's PRR). Bidders are encouraged to propose additional features that enhance efficiency, accountability, and governance.

a. HRMS

HRAD and Employee Self Service Portal

Minimum specification of HRAD and Employee Self Service Application			
SN	Particulars	Bidder's Response (F/C/N)	Bidder's Comments
1	Master Configuration		
2	Hiring Action (Recruitment)		
2.1	The System should have eRecruitment Process (Vacancy Announcement , Shortlisting, Selection inclusive of document upload and verification) and issue of Offer and appointment Order)		
2.2	System should provide a platform where once the employee is issued with appointment Order for updation of personal Information and payroll details		
2.3	The system should generate a probation completion alert two weeks prior to the end of the probation period and notify the respective supervisor as well as HRAD		
3	Personal Information Details :		
3.1	System should record Master Data for an Employee for following areas :		
3.1.1	Ø Auto generated Employee ID number		
3.1.2	Ø Full Name		
3.1.3	Ø Marital Status		
3.1.4	Ø Date of birth		
3.1.5	Ø Gender		
3.1.6	Ø Family Details: Father's Name , Mother's Name & Spouse's Name with the details of Spouse's parents and children details with al CID details		
3.1.7	Ø Passport No		
3.1.8	Ø CID No		
3.1.9	Ø Phone Numbers / Contact Information/Emergency contact number/Email details		
3.1.11	Ø Permanent Address: Village, Gewog, Dzongkhag		
3.1.12	Ø Religion		
3.1.13	Ø Employment type (Regular and Contractual employee - Executive, ESP/GSP)		



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3.1.14	Ø Position Category, Position Title		
3.1.15	Ø Present Job code/designation,		
3.1.16	Ø Present Grade/cadre as per SRR		
3.1.17	Ø Scanning and storing of Employee photo option for signature		
3.1.18	Ø Bank Account No, Bank Name , Bank Code		
3.1.20	Ø Blood group		
3.1.21	Ø Education Qualifications (Class X,XII, Diploma,Certifcate,bachelor,Master etc as per SRR)		
3.1.22	Ø Previous employment details, Name of Organization, position held, Duration in Years & months etc.		
3.1.23	Ø Nomination regarding PF and Gratuity and separation benefits as per SRR		
3.1.25	Ø Stagnation/personal pay Increment		
3.1.26	Updation of GIS,TPN,PP Number		
4	Attendance		
4.1	System should record Biometric Attendance of exitsing system		
4.2	System should able be to integate Attendance with Payroll or with Leave management based on SRR		
5	Leave Management		
5.1	System should maintain all types of leave like Casual Leave,Earned Leave, Maternity Leave, Paternity Leave, Medical Leave, extra-ordinary leave, Study Leave, Exam Leave etc. for each employee alinged with SRR		
5.2	System should maintain leave rules for availing leave, accrual of leaves, ceilings for accumulation of leaves based on SRR and any other conditions		
5.3	When leave is applied through the Employee Self-Service (ESS) portal and subsequently approved, it should automatically update the respective leave type in the system, with the balance deducted and accurately reflected in ESS		
5.4	System should link Leave record to payroll and biometric Attedance		
5.5	System should have provision on monthly update of EL accrue as per SRR		
6	Tranfer :		
6.1	Ø The system should have automation of transfer process and related workflow with facility to configure rules.		
6.2	Ø System Should be able to tranfer employee from one division to another division.		
6.3	Ø System should maintain Employee Transfer History.		
7	Promotion :		
7.1	Types of Promotion: Normal Promotion, Meritious Promotion, Fast Track Promotion, and any other type of Promotion.		



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14.2	System should be able to define earning, deduction, contribution and provision heads for each pay structure		
14.3	System should be able to define various formulae and should link them to other calculation formula/elements such that when there is a change in the rule, only that component which has undergone a change will be affected		
14.4	System should maintain a single central payroll depository and should be run and access payroll from any location in a centralized or decentralized manner		
14.5	System should group individual earnings and deductions and link them to employees as per their eligibilities		
14.6	System should perform tax computation and it should be handled as per Income Tax Act without any need for repeated manual calculations. The tax slabs, rates and surcharges should be maintained by the system and the tax should be computed automatically		
14.7	System should compute the Provident Fund, Contributions, Staff Welfare Fund ,GIS and Health Tax automatically based on regulations		
14.8	System should provision for the payment of salary to for temporary staff based on approval.		
14.9	The system shall enable automated calculation of overtime and associated payments in line with the Service Rules and Regulations (SRR), upon approval by the competent authority.		
14.1	System should have a link with Integrated system to credit the salary, loan instalments to their corresponding accounts of the staff directly		
14.11	System should have prvision for arrears calculation and payment and deduction		
14.12	Updation of GIS , PF, TPN number , CID , Bank Account Number		
14.13	Payroll should be integrated with Finance and Accounts module		
15	Payroll Process Steps		
15.1	Pre-Payroll Activities: Update master data, maintain control record, run validation checks.		
15.2	Main Payroll Run: Execute payroll driver, review logs, correct errors, and finalize results.		
15.3	Supplementary Payroll Run: Handle corrections or missed payments; process selected employees or off-cycle runs.		
15.4	Partial Payroll Run: Execute payroll for a specific group of employees within the payroll area.		
15.5	Post-Payroll Activities: Posting to accounting, bank transfers, payslips/statutory reports, and archiving results.		
15.6	System should have option to reverse when there is error posting once the pay is posted for correction		
16	Offcycle Payments(Other than salary)		
	All the Offcycle payment should be integrated with Finance and Accounts module		



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16.1	Leave Encashment		
16.1.1	System should process leave encashment based on SRR and Tax decution applicable once approved from ESS portal		
16.1.2	System should maintain Leave encashment History.		
16.1.3	System should not allow 2 leave encashement		
17	Salary Advance		
17.1	Ø Employee should be able to apply for salary advance according to NPPF's salary Advance Rule.		
17.2	Ø System should be able to process salary advance.		
17.3	Ø System should maintain Salary Advance History.		
17.4	Ø Collection of Salary Advance should complete within the corresponding finanical year.		
17.5	Ø Salary Advance Installment should be computed automatically in Payroll before and after completion of all the installments.		
18	Post Terminal Benefit		
18.1	Ø System should have provision to update separation Type for employee		
18.2	Ø System should have provision to update notice period record		
18.3	Ø System should be able to give superannuation alret 2 months in adavnce		
18.4	Ø System Should be able to Automatically calculate the following based on SRR once the seperation action is completed :		
18.4.1	1. Gratuity		
18.4.2	2. Travel Expenses		
18.4.3	3. Travel Grant		
18.4.4	4. Transpoaration Cahrges (Place of Posting to Hometown)		
18.4.5	6. Leave Encashment		
18.4.6	Ø Deduction of liabilities of employee.(Salary Advance, Loan, other deductions)		
18.4.7	Ø Deduction of salary if notice period is not served as per SRR and should be linked with notice period update		
18.4.8	Support recording of the seperation Formalities and Form - Link the process		
18.4.9	The system should be able to generate Separation Orders and Relieving Orders. The Relieving Order must be integrated with the ICT system to ensure that user credentials can be deactivated or retained as required and also integrated with Asset on Asset clearance		
19	Staff Medical Reimbursement Fund Programme		
19.1	System should facilitate calculation of medical expenses to be disbursed to the employees as per policy/SRR		



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20	BONUS and PBVI		
20.1	System should be able to process BONUS and PBVI as per the provision in SRR		
21	Transfer Benefit		
21.1.	System should be able to process Transfer benefits based on SRR once the transfer action is completed		
22	Report		
22.a	The reporting functionality shall support dynamic reports, enabling users to filter, sort, and drill down into data and export functionality		
22.b	The system shall provide real-time HR dashboards for management, including workforce statistics, leave utilization, training participation, turnover trends with drill-down and export functionality		
22.1	Personal Information System		
22.1.1	Complete report of Employee including Grade, EID #, Qualification, Office, CID, Permanenet Address, Telephone Number, Email , Family details , DOJ, DOB		
22.1.2	Nomination report		
22.1.3	Quaificationn Report		
22.1.4	Retirment/Seperation Report/ Attrition Report		
22.1.5	Promotion Report		
22.1.6	Increment Report		
22.1.7	Age/level/ Position wise report		
22.1.8	New Recruits report years wise based on Position/qualification		
22.1.9	Training Report		
22.2	Payroll Reports		
22.2.1	Monthly Salary Summary Report including earnings and Deductions with Grade, Office, Division/Unit, Employee ID		
22.2.2	PF statement with employee ID and CID		
22.2.3	Loan Statement with employee ID and CID		
22.2.4	GIS statementwith employee ID and CID		
22.2.5	TAX Statement with employee ID and CID		
22.2.6	Loan Statement with employee ID and CID		
22.2.7	TDS certificate		
22.2.8	Off cycle payment report (grauity, Leave Encashment, Salary Advance, Medical Advances, Semso)		
22.3	Leave Report		
22.3.1	Monthly Leave Report integrated with Biometric		
22.4	Training Reports		



ཀྲུལ་ཡོངས་དགོངས་ཁྲིམས་ལུ་ལྷན་པོ་གསུམ་དང་འཛོལ་རྟེན་མ་དངུལ།།

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22.4.1	Training master report office wise with expenditure based on training type		
22.4.2	Training Budget utilisation Report		
22.5	PMS report		
22.5.1	PMS rating report with EID#, Office, Level, Position, Grade , Score(competencies and target)		
22.5.2	MAR report		
23	Employee Service Portal		
23.1	Leave & Employee Requests (Self-Service)		
23.1.1	Employees should be able to apply for leave online. Upon approval, leave balances should be updated automatically, and employees should be able to view real-time leave balances.		
23.1.2	Employees should be able to apply for leave encashment online. Upon approval, the transaction should be integrated with and reflected in the HR/Payroll system.		
23.1.3	Employees should be able to apply for salary advances online. Upon approval, the transaction should be integrated with and reflected in the HR/Payroll system.		
23.2	Tour, Travel & TADA Management		
23.2.1	Employees should be able to apply for official tours/travel and submit tour-related claims online, with workflows aligned to the Service Rules and Regulations (SRR).		
23.2.2	The system should support end-to-end management of TADA (Travel Allowance / Daily Allowance) processes.		
23.2.3	DATA/DSA calculations should be automated and fully aligned with SRR and Ministry of Finance (MoF) regulations, including DSA rates applicable for third-country travel.		
23.2.4	The system should calculate tour claims automatically based on the approved Tour Form format.		
23.2.5	The system should facilitate approval workflows for tour/travel/claims in line with SRR, incorporating a maker-checker (two-level approval) mechanism.		
23.2.6	The system should maintain a complete history and audit trail of employees' past tour, travel, and claim records.		
23.5.7	Provision of Employee Self-Service (ESS) access across multiple devices.		
23.3	Payslips/ offcycle payment slips		
23.3.1	Employees should be able to view and download their payslips and details of off-cycle payments through the portal.		
23.4	Management Dashboard & HR Analytics		
23.4.1	A management dashboard should be developed to provide real-time visibility into report on staff information and report as required		



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The above list are not exhaustive. If there is a change in requirements without impacting the overall proposed solution then it will be identified and designed during BPR and SRS stages and the same will be implemented during implementation stage.		
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i. Employee Service Portal		
Particulars	Bidder's Response (F/C/N)	Bidder's Comments
1. Leave & Employee Requests (Self-Service)		
Employees should be able to apply for leave online. Upon approval, leave balances should be updated automatically, and employees should be able to view real-time leave balances.		
Employees should be able to apply for leave encashment online. Upon approval, the transaction should be integrated with and reflected in the HR/Payroll system.		
Employees should be able to apply for salary advances online. Upon approval, the transaction should be integrated with and reflected in the HR/Payroll system.		
2. Tour, Travel & TADA Management		
Employees should be able to apply for official tours/travel and submit tour-related claims online, with workflows aligned to the Service Rules and Regulations (SRR).		
The system should support end-to-end management of TADA (Travel Allowance / Daily Allowance) processes.		
DA/TA/DSA calculations should be automated and fully aligned with SRR and Ministry of Finance (MoF) regulations, including DSA rates applicable for third-country travel.		
The system should calculate tour claims automatically based on the approved Tour Form format.		
The system should facilitate approval workflows for tour/travel/claims in line with SRR, incorporating a maker-checker (two-level approval) mechanism.		
The system should maintain a complete history and audit trail of employees' past tour, travel, and claim records.		
3. Payroll & Financial Visibility (Employee Self-Service)		
Employees should be able to view and download their payslips and details of off-cycle payments through the portal.		
4. Management Dashboard & HR Analytics		
A management dashboard should be developed to provide real-time visibility into employee promotions, Performance Management System (PMS) records, and training history, aligned with the Employee Self-Service Portal and FTR requirements.		

b. Budget

Minimum Functional Specifications for Budgeting & Forecasting



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SI no.	Functional Requirement	Bidder's Response (F/C/N)	Bidder's Comments
User Right			
-	The system should provide user right.		
-			
Budget Upload			
	The system should have capacity to upload detail monthly approved capital, revenue budget (excel upload), Balancesheet and P/L account. The system should be able to handle bulk upload.		
	The system should have ability to fatch accounting subledger code required for the budget upload		
	The system should have ability to group and subgroup the accounting code to suit the requirement.		
Modification of approved budget			
	The system should have capacity reappropriate the budget		
	The system should have capacity to add supplementary budget		
Budget alert			
	The Accounting system should have capability to alert budget availability while making payment.		
Reporting			
	System should have the ability to produce detail reports of uploaded approved budgets at company, Department and Division level. (Revenue budget, CAPEX, Balancesheet, P/L)		
	System should have the ability to produce periodic budget Variance reports on daily, monthly, quarterly, half yearly and annually as may be necessary		
	Budget Variance report by Company, Department, Division and Unit level based on from to date selection along with past and previous comparatives including capital, balancesheet and P/L account.		
	System should have the ability to show a report of approved capital budget by asset names, values, quantities, account		
	System should have the ability to export report to excel, pdf, word, csv		
	System should have the ability to generate projected P&L, Balance Sheet		
	Should have capability to generate Budget reappropriation report		
	Should have capability to generate Budgetsupplementary report		
The above list are not exhaustive. If there is a change in requirements without impacting the overall proposed solution then it will be identified and designed during BPR and SRS stages and the same will be implemented during implementation stage			

c. Integrated Finance



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Minimum Functional Specifications for Integrated Accounts			
SI no.	Functional Requirement	Bidder's Response (F/C/N)	Bidder's Comments
Master Configuration			
1	System to define accounting periods		
2	System to define a user definable alpha and alpha numeric GL codes		
	System to generate any Main General ledger with the facility to generate sub-general ledgers		
	The GL and subledger code length should be between 8 to 12 digits.		
	The system should accept code lengths of 8 and 12 digits.		
4	System to define any number of sub – ledgers / sub heads as per the requirements of NPPF within the General Ledger or Sub-General Ledger		
	System should have facility to create Company, Departments and Divisions		
	System should have facility to freeze and unfreeze codes, Company, Departments and Divisions		
	System should have facility to link GL and subGLcodes to Divisions, cost center or profit centers.		
	System should have facility to link sub codes to GL and Sub GL		
	System should have facility to accept online subledger code pushed by other System in use based on GL account code.		
5	Main General ledger with the facility to generate sub-general ledgers based on profit or cost centre, Division.		
6	Facility to define accounts e.g. accounts with only debit balances, accounts with credit balances, nil balances etc.		
7	Facility to define account relationships		
8	Facility to create General Ledgers under the following categories which can have further different levels. The categories are as follows:		
8.1	Asset		
8.2	Liability		
8.3	Income		
8.4	Expenses		
8.5	Contingent Asset		
8.6	Contingent Liability		
9	System to support defining accounting entries to be generated at various stages etc. (e.g. entry stage, modification stage, deletion stage, reversal etc.) for all system / customer initiated transaction / events		
10	System should support creation of cost centres for all expenses / losses based on NPPF policy		
11	Separate payment method assigned to each expense code		
16	System to update the GL's maintained for different business units / branches through an automated interface with those systems.		



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	System should have facility to post online and Off line transaction based on certain conditions		
18	System should generate list of payable		
	System should have online payment and receipt integration with other financial service providers.		
Transaction/Payment			
19	The Accounting system should accept back dated posting (entry) from the Pension and PF module, LOS module, PID module, Fixed Assets module.		
20	System should provide for context sensitive on-line help for various GL heads / Sub-heads and P& L heads to be debited / credited at the time of posting and authorizing.		
21	The system should have ability to soft freeze and hard freeze the accounts after adoption of accoutns (user definable).		
	The soft freezing and opening should be allowed multiple times.		
22	System to support GLs where manual intervention is required and certain GLs where all the entries would be posted by the System.		
23	System to restrict direct posting to defined accounts		
24	System to define accounts as closed accounts with appropriate authorization		
25	System should support where the accounting activity is		
25.1	completely centralized		
25.2	completely decentralized		
25.3	partial centralization		
28	System to automatically update the respective account heads as defined for any particular transaction		
29	System to support bank reconciliations functions		
30	Bank reconciliation should support the following:		
30.1	The system should facilitate autometically upload or fetched directly the bank statements received in electronic media in the format shared by banks with minimum manual intervention.		
	System should have facility to create reconciliation rules according to bank account numbers rather then based on banks		
30.2	The system should facilitate automatic and manual intervention of the bank reconciliation process		
30.3	System should knock off the matched items depending on the variables defined by NPPF and leave the residual unmatched entries for bank reconciliation open items		
30.4	Once the Bank reconciliation is done through the system then the same has to be locked and unlocked with the permission of given role.		
30.5	If the bank reconciliation is lock, the system should not allow transactions that impacts the reconciliation unless the reconciliation is unfreezed.		
31	System to handle value date facility unless the accounts is freezed.		
32	The system should have facility to access budgeting module to check the availability of budget while making payments.		



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33	The system should have support interfaces with other external 3rd party systems and have the ability to upload / download information to and from other systems.		
	The system should have capacity to upload document to particular transaction while making entry from the same screen		
	The system should have capacity to view the uploaded documents from the same screen at the time authorizing the transaction entry.		
35	The system should be capable of interfacing with all other functions within the organization		
36	The system should be able to manage pay and allowance and other employee related expenses.		
37	Full compliance with income tax rules (Parametarized)		
38	The system should have the following Payment capabilities::		
38.1	Electonic Fund Transfer (through RMA only)		
38.2	Cheque		
38.3	Online Payment (through payment gateway)		
38.4	Fund transfer (through payment gateway)		
38.5	Cash payment		
39	Configurable frequency of payments e.g. daily		
40	Pay advances and automatically reclaim them, or deduct from expenses claim		
41	Provision for directing exceptional transactions to system pointing account for smooth day end process with statement of exceptional transactions to be attended to on the succeeding day. A history file of such transactions to be available account wise/GL code wise/Branch wise/ Hub wise for supervisory purpose		
42	Handle Entries on blocked and dormant accounts		
43	General provision requirements		
44	Recovery of taxes and other charges from members for a given period against the actual amount paid by NPPF		
45	System should have facility to bulk upload transaction through excel		
46	The system should have capability to setup Profit or loss, balance sheets, cash flow statement and notes.		
Report			
45	System should generate Trial Balance, P & L A/c & Balance Sheet, Cashflow statement, schedules forming part of Balance Sheet and consolidate the same at profit centre level and at corporate level.		
46	System to collate various types of information for the purpose of various analysis of deposits, advance, expenses, income and taxes		
47	System to provide for Off balance sheet items e.g. contingent liabilities, bills for collections, outstanding Purchase orders etc.)		
48	Facility to have GL consolidation at different branch levels such as		
48.1	Ø Branches		



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48. 2	Ø Head Office		
49	Facility to have final consolidation of the GL at Head Office		
50	System to generate Accounting Trial Balance such as		
50. 1	Trial balance at company level with opening balance, transaction during the year and closing balance with specific month and/or specific date range		
50. 2	Trial balance at at Department and/or Division and/or cost center and/or profit center level with opening balance, transaction during the year and closing balance with specific month and/or specific date range		
51	System should be able to generate sub trial report.		
	Subtrial balance at company level with opening balance, transaction during the year and closing balance with specific month and/or specific date range		
	Subtrial balance at at Department and/or Division and/or cost center and/or profit center level with opening balance, transaction during the year and closing balance with specific month and/or specific date range		
52	System to generate financial statements along with notes to financial statements as per GAAP (Generally Accepted Accounting Principals)		
55	System should be able to generate any ledger reports at any time and at any level.		
57	System to support generation of Bank reconciliation statement related reports, Bank Statement report.		
58	System to generate a report at user definable time intervals for all transactions done in suspense (Sundry) accounts at the branch and head office account along with details of the transactions and outstanding from and amounts		
59	System to support generation of schedule of open items lying unreconciled in the Suspense GLs / Assets / Liabilities with full details at predefined intervals specified by NPPF		
60	System to provide reports as specified by NPPF as on a particular date / range of dates including at least the following:		
60. 8	Age analysis of suspense accounts		
60. 13	Advances aging analysis		
	Payable aging analysis		
64	System to view Closed GL Account details		
	The above list are not exhaustive. The actual requirement might change during the gap analysis		

This clarification is shared with all bidders to ensure consistency and transparency in submissions.