



ISO 9001: 2008
ISO 14001: 2004
OHSAS 18001: 2007

DNV Certification B.V., The Netherlands

**NUMALIGARH
REFINERY
LIMITED**
(A Govt. of India Enterprise)



Expression of Interest for Outsourcing of SAP HR Module

Offer for Expression of Interest

NRL Intends to appoint service provider to maintain Employee Payroll Management. Employee Self Service , Tour and travel Management and to provide Maintenance & Support to the entire Human Resource Management System

EOI No. NRL/HR/EOI/01/19-20 Date: 15/02/2019

Date of Submission: 07/03/2019

For details please visit : “Tenders” of NRL website www.nrl.co.in

Detail Offer For Expression of Interest

1) Name of the service provider :

2) Address of service provider :

3) E-Mail ID :

4) Mobile No. :

Signature of the service provider

Date:

Offer for Expression of Interest (EOI)

Date:

- 1) NRL Intends to appoint service provider to maintain Employee Time Management, Payroll Management, Employee Self Service, Tour and travel Management and to provide Maintenance & Support to the entire system.

2) Date, Time and Place of Submission of EOI:

Last date of submission of EOI: 07/03/2019

Interested parties should send their proposal offer to:

Address : General Manager (HRS),
Administrative Building,
Numaligarh Refinery Ltd.,
P.O. NR Project,
Golaghat District,
Assam, PIN- 785699
Mob : 9435738703

Offer has to be sent by post but it has to reach on or before the scheduled date of submission of EOI. For any delay in receipt of the offer due to reasons of the post or courier NRL shall not be responsible.

3) Criteria of the system

The service offered has to cover all the aspects of Human Resource management System like attendance and time management, Payroll run and salary payment, travel management, employee benefits like medical, communication expense etc. The system has to be configurable and user friendly and can be managed at all the concerned levels. The system will not only trace the required information on click but will also preserve the organizational data for unlimited years ahead.

Interested parties should have:

- a. Experience in maintaining SAP HR payroll, time management, travel management, ESS/MSS etc.
- b. Introduction of the company/firm (complete company profile).
- c. Firms must have a registered office in India.

- d. GST registration certification.
- e. PAN card under Income Tax Act.
- f. Detailed experience in the field.
- g. List of similar projects completed/implemented with references.
- h. Firms should submit the successful implementation certificates from users.
- i. The firm should agree to make presentations related to the information sought in response to this EOI.

DISCLAIMER:

The purpose of this Expression of Interest (EOI) document is to provide interested parties with information to assist in formulation of their Proposal. This EOI document does purport to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check their accuracy, reliability, and completeness of the information in this EOI document and obtain independent advice from appropriate sources. The vendor will submit a detailed proposal for this project.

PURPOSE OF EXPRESSION OF INTEREST:

Numaligarh Refinery Limited (NRL) intends to invite Expression of Interest (EOI) from completed and prospective Information Technology (IT) solution providers (herein after called "Proponent(s)") to indicate their interests maintaining SAP HRM module that includes payroll, time management, organization management, ESS/MSS, travel management etc. including checking, verifying all HR related documents about NRL.

INTRODUCTION:

Numaligarh Refinery Limited (NRL), which was set up at Numaligarh in the district of Golaghat (Assam) in accordance with the provisions made in the historic Assam Accord signed on 15th August 1985, has been conceived as a vehicle for speedy industrial and economic development of the region.

The 3 MMTPA Numaligarh Refinery Limited was dedicated to the nation by the erstwhile Hon'ble Prime Minister Shri A. B. Vajpayee on 9th July, 1999. NRL has been able to display creditable performance since commencement of commercial production in October, 2000. With its concern, commitment and contribution to socio-economic development of the state combined with a track record of continuous growth, NRL has been conferred the status of Mini Ratna PSU.

The company will undergo expansion to 9 MMTPA in the next 5 years.

The shareholding pattern as on 31-03-2006 is given below :

Bharat Petroleum Corporation Limited ::	61.65%
Govt. of Assam ::	12.35%
Oil India Limited ::	26.00%
Total ::	100%

The total manpower in the rolls of the company is 874.

Product Range : Our product range includes LPG, Naphtha, Motor Spirit (MS), Aviation Turbine Fuel (ATF)Superior Kerosene Oil (SKO)High Speed Diesel (HSD), Raw Petroleum Coke (RPC) Calcined Petroleum Coke (CPC) & Sulphur.

NRL's present system: SAP HR module was implemented eff. 01/04/2005. The following modules are in operation in HR system mentioned below:

1. SAP organization management
2. SAP time management.
3. SAP payroll management.
4. SAP travel management.
5. SAP ESS/MSS.
6. SAP training module etc

The whole system is seamlessly integrated with SAP FICO and SAP MM module. NRL is totally in SAP platform for all modules.

Module Name	Features and Functionalities
Payroll Management	• Running monthly payroll for all employees with various grade and allowances • Payroll configuration as per DPE guidelines • Retroactive payroll accounting facility from a previous date and arrear calculations • Salary breakups (Basic pay, DA,TA, HRA, Medical Allowances, etc.) • Salary configuration under Cafeteria approach • Employee Details (Employee Location, Department, Date of Joining, Date of retirement, Present Salary, Salary Increments, Grade, Designation, Employee category etc.) • Automatic transfer to banks • Salary Reports on Monthly and Yearly basis. • Individual Employee Salary Reports • Gross Payroll Calculation and Preparation • Salary deduction reports (Income Tax, Professional Tax, TDS, etc.) • Monthly Salary Slips through Employee Self Service Portal (ESS/MSS). • Automatic Leave encashment on Salary. • Fund Management Facility • Generation of Form 16 from system • Mobile Apps for viewing Salary statement and other ESS/MSS applications • Integration with SAP FICO and SAP

	MM module
Time management with Attendance and Leave	• Employee Attendance with different shift pattern • Regularization of leave and attendance through Employee Self Service/Manager Self Service Portal (ESS/MSS) • Shift in-charge portal for changing shift duty for employees • Work Scheduling • Auto Sync with Biometric Devices for Attendance fetching • Facility to create Overtime Request as per duty pattern and employee grade. • Daily Attendance reports • Monthly/Yearly Reports • Overtime reports. • Automatic Leave accrual (Casual Leave, Privilege Leave, Half pay Leave etc) • Holiday Calendar • Holidays in the year to be incorporated in the system. • Automatic leave encashment on reaching. 300 days. • Availing Leave and leave encashment to be applied through ESS/ MSS • Mobile apps for applying leave and regularization of attendance.
Employees Benefits.	• Furniture, PC and mobile on Hire to be applied through ESS/MSS portal • LTC to be applied through ESS/MSS. • Communication expense to be applied through ESS/MSS portal • Overtime calculation in the system and the same to be paid through the system. • Medical Benefit to be applied through ESS/MSS portal. • The medical bills to checked manually as per the company guidelines and the same should be authorized in the system. • Spectacle and dental reimbursement will be claimed through ESS/MSS and paid through the system. The checking and verification will be made manually and the correct payment will be made in the system. • All Loans to be applied through

	ESS/MSS and captured in the system. • Monthly Loans reports. • All claims are reimbursement through weekly off- cycle payroll.
Travel Management	• Travel request through ESS/MSS portal with flight and vehicle details • Travel expense creation and settlement through ESS/MSS portal • Travel desk application for processing of Air Tickets • Integration with SAP FICO module • Mobile app to apply travel requests and approve • Reports related to travel request and expense settlements

Authorized representatives of NRL will evaluate the offered EOI and shortlist the ones which fulfill the requirement of NRL for further necessary action from NRL if deemed fit.

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