



इंडियन रेलवे कैंटरिंग एवं टूरिज्म कॉरपोरेशन लिमिटेड  
(भारत सरकार का उद्यम-मिनी रत्न)  
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.  
(A Govt. of India Enterprise-Mini Ratna)

"CIN-L74899DL1999GO1101707", E-mail : info@iretc.com, Website: www.iretc.com

IRCTC/CO/IT(MISC)/12/2022/IT/CO-Part(4)/1560

Date-23.01.2025

**WORK ORDER**

To,  
M/s RailTel Corporation of India Ltd  
Plate-A, 6<sup>th</sup> Floor, Office Block Tower -2  
East Kidwai Nagar, New Delhi-110023

(Kind Attention: sh. Naresh Kumar)

**Sub: Work Order for standard operating procedure of ERP system w. r. t. Schedule of Power used in IRCTC Ltd.**

With reference to the above, Competent Authority has accepted your offered rates quoted vide Letter no.- IRCTC/CO/IT/(MISC)/12/2024/IT/CO dtd 11.11.2024 standard operating procedure of ERP system w. r. t. Schedule of Power used at IRCTC Ltd. as per the following details:

S. No	Scope of work	Modules	Processes to be included	Amount excl. of tax (in Rs.)	Tax %	Tax Amt. (in Rs.)	Total Amount (incl. of taxes) in Rs.
1	To form Standard SOP of ERP applications for IRCTC Ltd	<ul style="list-style-type: none"> <li>Account Payable</li> <li>Account Receivable</li> <li>General Ledger</li> <li>Purchase &amp; Inventory</li> <li>Procurement Contract</li> <li>Property Manager</li> <li>Fixed Asset</li> <li>Expenditure</li> <li>Revenue Contract Manager</li> <li>Procurement to Pay</li> <li>Core HR</li> </ul>	<ul style="list-style-type: none"> <li>Master Data Management,</li> <li>Creation or modification of Master Data (MDM)</li> <li>New user creation</li> <li>Maker- Checker</li> <li>Limited access of viewing of data</li> <li>Access to auditor e.g. to generate certain reports only,</li> <li>Transactional data OU wise or segment wise etc.</li> <li>Modification / correction of transactional data</li> <li>Prior period booking (expense or income)</li> <li>PO creation by Executive Dept. (Department wise) as per Schedule of Powers of IRCTC</li> <li>Approval hierarchy / workflow for Procurement to Pay module</li> <li>Contract &amp; Approval hierarchy / workflow for creation in Procurement Contracts module</li> <li>Invoice creation by Executive Department</li> <li>Accounting &amp; posting for payment by finance</li> <li>Period open / close</li> <li>Training of Users</li> </ul>	11,00,000.00	18	1,98,000.00	12,98,000.00

*Srishi*

## Terms & Conditions:

- **Taxes** – Rate are incl. of 18% GST
- **Delivery** – 4<sup>th</sup> Floor, Tower-D, World Trade Center, Nauroji Nagar, New Delhi-110029
- **Contract Duration** – 3 months from the date of issue of LOA.
- **Validity of rates** – Rates are valid for 1 year
- **Payment Terms** – After successful after completion of SOP, issuance of completion certificate by IRCTC and submission of GSTN invoice, clearly mentioning the GSTN of the both parties i.e. IRCTC & Supplier legibly typed and duly signed for the work delivered to IRCTC should be submitted in terms of the Requirement placed by IRCTC. TDS shall be recovered as per rules in force.



(Surender Joshi)  
Addl. General Manager/IT