

Tender No. SPL-201806-36 Dated 26/05/2018

Saraswati Press Limited invites offer from Software Vendor for automated QR Code Generator with Financial Transaction Management System for Security Labels as per attached list.

The company reserve the right to accept, negotiate or reject any or all offer with any vendor at its own discretion. Apply within 04/06/18 to Asst. Manager, M & C, 11 B T Road, Kolkata – 700 056. Open at same day, ie 05/06/18 on 3.00pm.

Authorised Signatory

WORK FLOW OF THE PROPOSED SYSTEM (LTMS)

- To start with, certain master entries will be made into the distributor Entry Screen, scheme entry screen and result entry screen. Prize and bonus structure and cost and contributions are also to be entered in the master data.
- The Lottery Directorate will give printing order to Saraswaty Press (SPL) for printing for individual lottery (i.e. Daily, Bumper, Monthly, Weekly etc.) Draw wise/fixing the date of delivery.
- After printing, SPL will inform via email to Lottery Directorate, who will further inform (email or sms as well as by hard copy) the Distributor about lifting of tickets with a deadline for lifting of tickets. The transaction begins with the entry of tickets ranges along with other relevant details into the ticket entry screen.
- Distributor will deposit the amount payable to the Directorate of the state Lotteries through GRIPS Portal, Bank Guarantee, Cash Payment or Bank Draft and enter required information (deposit ID, amount etc.) in the system. Deposited amount will be approved with the Lottery Directorate (DDO).
- Directorate (DDO) will issue the supply order only after reconciliation of deposit amount through GRIPS and other monetary instrument, e.g., Bank Guarantee, Adjustment against Variable Prizes & Bonus (Below Rs.10000/-) and unsold tickets.
- On receipt of the supply order from DDO, Tickets will be delivered on the basis of printed quantity to Distributor from DDO, Tickets will be delivered on the basis of printed quantity to Distributor from Saraswaty Press with an entry to the system.
- Hard copy of reconciled statement shall be obtained for store register & Audit.
- Information regarding unsold tickets from distributor are next may be important to system through some logic parameters, from the soft copy supplied by the distributor in specified format. Unsold ticket data will be uploaded from distributor prior to the Draw & a fixed time frame will be decided by Director for this purpose.
- Another output in a simplified consolidated statement from (unsold statement of tickets) will be generated through the system that will be then reconciled with unsold statement of ticket submitted by the distributor to the venue of the draw. Hard copy of this reconciled statement shall be obtained for draw & Audit.
- Details of the draw shall be next entered into the Draw Entry Screen containing the required details.
- Results of the draw will be next entered into Result Entry Screen containing the required details.
- An output will be obtained from the system (This is the result sheet). Hard copy shall be obtained from Audit. The official result will be sent through email to the distributor for their information.
- Detailed amount of prize money (amount > 10000 for prize money) and (bonus > 10000) are required to be entered for record. Prize and Bonus payable to individuals are continued to

be processed by the system. These prize and bonus payable to individuals are fixed in nature.

- The claim application for Fixed Prizes (on & above Rs.10000/-) will be made by PWT holders through Web portal by entering mobile no. (Anonymous log in). The PWT holder is required to enter PWT No& Draw details, Address, Mobile no., Aadhar No., PAN, Bank & Branch Details, Bank AC No., IFSC of Bank etc. in a form generated therein for claiming purpose. Then the claimant shall then submit the form electronically in the portal. Thereafter, the hard copy of the claim form (Annexure-I) for the prizes on & above Rs.10000/- will be generated. The claimant is required to take print out of it & duly signed affixing revenue stamp. The claimant then will submit the original copy of Annexure-I, Original PWT, Copy of Aadhar Card, PAN, Cancelled Cheque, Copy of First Page of Bank Pass Book, Original notarised Indemnity Bond to the Directorate within the claim date for necessary action. Approval to be given by Lottery Directorate against claim. Then the prize money will be disbursed by Director State Lotteries (DDO) to PWT Holders through RTGS/NEFT (by IFMS). Entire procedure for claiming the fixed prizes (on & above Rs.10000/-) are to be displayed in the portal. The claimants are also required to upload the scanned copy of PWT, Aadhar Card/Passport, PAN, Cancelled Cheque leaf and photo while generating Annexure-1 to avoid unnecessary claims.
- The claim application for Incentives (on & above Rs.10000/-) will be made by Agents and sellers holders through the Web portal by entering mobile no. (Anonymous log in). The Agent and sellers holder is required to enter PWT No. & Draw details, Address, Mobile no., Aadhar Card/Passport, PAN, Bank & Branch Details, Bank AC No., IFSC of bank etc. in a form generated therein for claiming purpose. Then the claimant shall then submit the form electronically in the portal. Thereafter, the hard copy of the claim form (Annexure-III) will be generated. The claimant is required to take print out of it & duly signed affixing revenue stamp. The claimant then will submit the original copy of Annexure-III, Copy of Aadhar Card, PAN, Cancelled Cheque, Copy of First Page of Bank Pass Book, Attested copy of Purchase bill/Voucher to the Distributor within the claim date for necessary actions. The Distributor will the forward the claim form in Annexure-III with all documents to Directorate for processing. Approval to be given by Lottery Directorate against claim. Then the Incentive money will be disbursed by Director State Lotteries (DDO) to claimants through RTGS/NEFT (by IFMS). Entries procedure for claiming the fixed incentives (on & above Rs.10000/-) are to be displayed in the portal. The claimants are also required to upload the scanned copy of Aadhar card/Passport, PAN, and Cancelled Cheque leaf while generating Annexure-III to avoid unnecessary claims.
- At the time of Payment to fixed prize & fixed incentives, they select the number of claims from the approved due list and there after system should prepare Note sheet, Order sheet and annexure of details calculation in specific format (as per supplied format). Issue Number should be left blank for manual entry.
- All variable prizes below Rs.10000/- will be given by Distributor to PWT Holder, and the variable prize will be claimed by Distributor to Director, in Specific format (*Note: this claim form is used by Directorate as Voucher for accounting purpose*). The detailed vouched claims for variable prizes submitted by the stockists (amount up to Rs.10000/- each) payable to Distributor and Bonus up to Rs.10000/- each may be retrieved and copied to the system

through some logic parameter and in specified format. After examining the vouched claim forms the claim amount will be available for adjustment for issuing tickets of new draws.

- Each claims processing table, on receipt of properly vouched claims, will retrieve the voucher data. After reconciliation the tables may pass it to the supervisors, if it is fit for further processing.
- Supervisors on receipt of such passed claims from the tables shall verify the same with tickets once again and shall pass the claims to adjustment cell DD (A/c) and AD (A & A) for approval.
- At this point, only vouchers are forwarded to the adjustment cell.
- Adjustment Cell is required to retrieve all vouchers received by them during a given period of time not only for PWT claims (amount up to Rs.10000/- each but also the claim of bonus up to Rs.10000/- each After due checking they will generate a format, which will be finally approved before issuing new tickets against the claims .
- The amount so arrived will be transmitted to cash section for issuance of new tickets after that the related vouchers, will be handed over to Accounts (Billing) Section through adjustment cell for book transfer. This operation of this module shall be compulsorily being through DDO.
- **Details of Bank Guarantee:**

Detail ledger of BG is required to be maintained.

- a) For this purpose, there shall be a Master for BG, containing the details of BG. Fields shall be Name & Details of issuing Bank, Amount, BG Number, Date of expiry etc. BG master shall be accepted by DDO/DSL. Then the accepted data shall be available to the DSL office & Distributor for view. Report shall be generated from this master. BG submitted by distributor may be multiple in number from different bank also. Maximum amount of BG will be decided by DLS & the same may vary time to time as per lottery scheme.
- b) During lifting of ticket, the Distributor may use full or part of BG submitted by him or part thereof depending upon the amount accumulated in adjustment & unsold ticket submitted by him. So before preferring requiring ticket of new draw he must be able to see the available BG. The distributor is required to repay amount of previously used BG to increase the availability. After repayment of used BG, the net availability of BG shall be calculated & shall be made available instantly so that fresh ticket may be issued to Distributor at the same time.
- c) After issue of ticket, then net balance of BG is to be displayed in LTMS.
- d) The entire operation on BG that is issue of ticket against BG, repayment of BG. Again issue of ticket against available BG again shall be maintained in a ledger in LTMS.

- **Payment of Bills in respect printing of lottery tickets of SPL:**

For this purpose SPL is required to place bills to DLS both in LTMS and Hard Copy (like existing system). Directorate will process such bills through LTMS. Sanction Order in Hard

copy shall be generated from LTMS to submit the hard copy of the bill, along with the hard Copy of Sanction order to treasury for drawl of the same. Specimen Sanction orders is enclosed. The entire operation shall be maintained in a ledger in LTMS. Provision shall be kept to generate hard copy of sanction order for multiple draws at a time

- **Draw-wise profit-Loss Statement:**

A draw wise detailed profit –Loss Statement is required from very beginning. The Statement shall contain the following element.

- Name of the draw
- Date
- Total ticket printed
- Unsold returned by the distributor
- Net sale of the ticket (This is the difference of the above two elements i.e., Total ticket printed minus Unsold returned by the distributor)
- Amount of Net Sale in RS. (Gross revenue)(This is Net sale X sale value of each ticket to the distributor)
- Draws Expense (This is the expense to conduct the Draw)
- Total Fixed prize disbursed
- Total Fixed Bonus (both Special & Super) disbursed
- Total Variable Prize disbursed
- Total Variable Bonus (both Special & Super) disbursed
- Total Prize disbursed (This is sum up the above four elements i. e., Total Fixed Prize disbursed, Total Fixed Bonus(both Special & Super) disbursed, Total Variable Prize disbursed , Total Variable Bonus (both Special & Super) disbursed)
- Amount of unclaimed prize.
- Cost of printing of lottery tickets remitted to SPL
- Total Cost of the Draw (This is Sum of Draw Expense, Total Prize disbursed, Cost of printing of lottery tickets)

- Net Profit of that draw (This is the Amount of Net Sale in RS. Minus Total Cost of the Draw).
- Administrative Charge Realized
- TDS Made.

Kindly note that a draw-wise report monthly quarterly, half –yearly & financial yearly consolidated reports are required to be generated from LTMS.

- **Sale report from Distributor:**

Distributor shall be given access to enter the details of its stockiest/Sellers into LTMS firstly. This information is only for view of the DSL. There after the distributor shall make entry of Sale of lottery tickets, date of dispatch of tickets, unsold accepted, net sales for a particular

Draw unit wise in the LTMS. Draw wise sale pattern of the distributor shall be made to DSL after each draw.

Draw-wise, consolidated monthly, quarterly, half-yearly & financial yearly reports are required.

- The following reports are also likely to be generated:-
 - (a) Annual expenditure report.
 - (b) Draw wise / Annual Profit/ Loss Statement.
 - (c) Draw-wise /Stockist –wise annual sales position.
 - (d) Draw wise ticket lifting.
 - (e) General Reports /Register (format enclosed).

Note:

1. All the master data shall be entered from end of DSL & shall be approved by DSL.
2. Regular System audit shall be done by the developer.
3. SSIL certificate shall be obtained by the developer for secured financial transactions.