Central Council for Research in Unani Medicine

(An Autonomous Body of the Government of India)

61-65,Institutional Area, Opposite D-Block, Janakpuri, New Delhi-110058

TENDER FOR PREPAIRING OF PAY ROLL SOFTWARE.

Central Council for Research in Unani Medicine, New Delhi, an Autonomous Body of the Government of India under the control of Ministry of AYUSH invites sealed tenders from reputed and experienced firms for 'DEVELOPMENT OF PAY ROLL SOFTWARE AS PER 7TH CPC, for the Council.

2.The interested agencies/firms are required to submit the bids under two bids system. The bids in Sealed Cover superscripted "Tender for development of Pay Roll Software" should reach this Office on or before 20th November, 2018 till 03.00 PM. Technical & Financial bids shall be submitted in separate sealed envelops.

3. Interested parties may visit office premises during working hours (10.00 AM to 6.00 PM) for inspecting Accounts related information during 12-20 November, 2018. No quotation will be accepted after last date of submission of quotation. The tenders/quotation/bid will be opened on 20th November 2018 at 4.00 PM in presence of intending tenderers or their authorized representative in Council's Committee Room.

5.Amount of Earnest Money to be Deposited is Rs. 15,000/- (Rupees Fifteen Thousand Only) in the shape of Demand draft, in favour of the Director General, Central Council for Research in Unani Medicine payable at New Delhi.

6. The tenders shall remain valid for 90 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated through Assistant Director(Admin) Central Council for Research In Unani Medicine, 61-65, Institutional Area, Opposite D-Block, Janakpuri, New Delhi-110058.

7. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.

8. An extensive and demonstrated background knowledge in designing, analyzing implementing and training users on the usage of Payroll Management Software

9. Details of work experiences with software projects.

10. Bidders must submit activities plan outlining how the assignment will be done and when it is expected to be completed

11. Bidders are required to submit profile of their staff available along with their qualifications and experiences.

12. Bidders must have minimum of 3-years related experience in designing, analyzing and implementing similar software.

13. Qualified consultancy firm must provide contact details of at least two (02) references of clients for which software services have been successfully performed.

14. Bidder must include a signed and stamped cover letter transmitting the proposal package to the above address.

15. Financial proposal must contain detailed breakdown of all costs related to the full implementation of the assignment

16. Expected Payroll Software Management System must have the capacity to automatically calculate wages based on preset schedule: daily, weekly, bi-weekly or monthly. The system must be capable of consolidating wage related items like attendance, salary grade, benefits, reimbursements, leaves, advances, withholding taxes, terms and policies to as well as compute wages. Besides, the system should have features, customized along multiple pay and benefits structures and further configured for specific employees or contractors.

17. The software must be able to automatically allow employees to submit leave claims and monitor their leave balance, while managers can review such requests and notify employees of approval or declined claims as well as calculates accrued leaves for wage calculation.

18. Ensure that the system has the capacity to enter, track and calculate expenses, deductions, loans, advances and other employee costs. The expected Payroll Software Management System must contain features on loan ledger to

account for all approved employee loans and be able to handle reimbursements based on approved expenses.

19.Expected Software must be able to manage various benefits claims, including allowances and other employee bonuses. The system must have solution that will incorporate Knowledge base of benefits where employees can select and submit a claim.

20.Expected Software must feature Income tax & deductions where it is able to feature processes both pre- and post-tax deductions. The system must automatically be able to calculate both pre and post taxes.

21.Expected payroll Software management system must have a standalone system that include timesheets or a time-tracking feature to manage attendance.it must be able to track absences, increments, leaves and attritions and synchronize these data with wage calculations.

22.Expected Payroll Software management System must contain feature that generates payroll reports like salary statements, benefits reports or leave summaries that enable employees to also access the platform to check or print payslips.

23.Expected Payroll management System must contain feature that act as a central repository of employee records and related documents. The feature must include document management to handle files like offer letters, experience letters, employee profiles, organizational charts and applicable statutes for labor, tax and occupational safety.

(R. U. Choudhury)
Assistant Director(Admin)
For Director General