



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF
PARLIAMENT) CMA BHAWAN, 12, SUDDER STREET,
KOLKATA – 700 016

TENDER NOTICE

Ref.No.:LPC/FIN/2/2018 - 19

Date: March 5, 2019

SUBJECT : TENDER FOR SALARY PROCESSING PACKAGE

Sealed tenders are invited from reputed agencies having supply, installation and customization (as per Institute's requirement) for employee salary processing package that delivers Significant Cost, Time Saving & is Paper less for Payroll department. Features required for software is given in Technical Requirement for Payroll Package.

Tenders duly signed by the tenderer shall be submitted into two parts in separate sealed envelopes super-subscribing Technical bid and Financial bid. Both the envelopes should be put into a third envelope super-subscribing with “**Tender for SALARY PROCESSING PACKAGE**” (Bid Reference – **Tender/FIN/2018 - 19**) and submitted to M/s Moumita Das/Bhavesh Kumar Sinha of The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700016 by March 11, 2019 upto 4.00 pm. The tenders have to be submitted within the date & time mentioned in the Tender Notice and The Institute shall not be held liable for any postal or any other delays.

First the techno-commercial bid will be opened for technical evaluation. Financial bid will be opened only for those who qualify the techno-commercial bid.

The institute deserve the right i)to cancel any or all the offers without assigning any reason thereof, ii)Process all the offers as per its own procedure and iii)contact only selected Agency of completion of processing of offers.

**Convener
Local Purchase Committee**

Technical Requirements for Payroll Package

- a) The salary package should be web based payroll software developed on .NET platform and database should be in MS SQL Server / Oracle.
- b) The system with requisite OS & database software would be provided by the Institute. The vendor needs to install the package, migrate data and customize software package on this system.
- c) The software is required to have user profiles and will be required to keep track of user activity (like entries made by the Institute employees, user login for viewing pay slip, PF statements etc) User manual, installation guide (in soft and printed form), Help Menu will also have to be provided.
- d) Each employee is to be provided with an Online User login Account (accessible over Internet) wherein employee can easily view their details such as
 - View PF Statement
 - View Monthly salary slips
 - View Income Tax details like Annual Salary, IT Projection, Yearly Payment.
 - Submit Investment Declaration and Actual for ITAX.
- e) The software must be reliable, fool-proof and secure.
- f) Modification and up-gradation of the software can become necessary due to change in the Institute rules relating to salary. Thus, the software will have to be maintained, modified and upgraded by the vendor, as per the requirements specified by the Institute.
- g) The vendor will be required to supply, install and customize the software as per Institute requirements along with security features for processing salary and others within thirty days from the date of award of work. However, the total time taken by the Institute to provide information / clarification to the contractor will be deducted from the total time taken by the vendor to supply, install and customize the software. The software has to be customized as per the requirements of the Institute, within the overall objective of the project.
- h) The software should make individual pay slips, Form 16, PF statements etc. available to the employees through e-mail to their e-mail accounts in pdf or any other non-editable format.
- i) The vendor is required to migrate existing data to the new software supplied with proper validation, control and consistency checks . The responsibility of migrating data from existing database to the new software will be of the contractor.
- j) The software should facilitate, through integrated modules, processing of monthly salary, arrears and deductions as per the latest pay rules of the Institute which are generally in line with Central Government pay structure. The software is required to have provision for maintenance and modification of data of employees like, date of birth, place of posting, date of retirement, date of increment etc.
- k) The software is required to have provision for additional requirements like recurring and ad-hoc payments and deductions e.g., payment of arrears, deductions against half-pay leave, leave encashment, bonus, gratuity etc.
- l) The software should be able to accommodate changes in pay rule like implementation of recommendation of new pay commission etc.
- m) The software should facilitate calculation of income tax for individuals in accordance with the tax slabs, as per applicable rules. The software should project the tax for the financial year as per the latest disbursement.
- n) The software should keep track of the changes in the payments and deductions of each employee every month.
- o) Generation of the following reports-

A) Monthly Statements-

- 1) Pay slip- Should reflect the details of payments and deductions for the current month. It should indicate the recoveries due for each employee.
- 2) Statements/registers of advances e.g., house building loan, festival advance, car advance, scooter advance, computer advance etc.
- 3) Statement showing details of payments and deductions made to each employee during the financial year.
- 4) Statements to be sent to the banks
- 5) Statement summarizing the disbursements for particular period.
- 6) Any other

B) Yearly Statements-

- 1) Form 16 for employees
 - 2) Form 24
 - 3) Quarterly Form 24Q
 - 4) PF Ledger
 - 5) Statement indicating the opening balance, closing balance (after calculating the interest) of an employee towards PF.
 - 6) PF Broadsheet
 - 7) Generation of miscellaneous statements as and when needed
 - 8) Reports tabulating increments and augmented payments due to the employees for the current year.
 - 9) Any other.
- p) All reports should be as per the format specified by the Institute.
- q) The vendor must provide end User IT support; impart the required training to the Institute's staff for operating the payroll software supplied by him.
- r) The following features are required in the software:
- i. It should not be possible for any unauthorized person to alter/modify/delete the data. General users should be able to view the information pertaining only to them. Data entry users will have the privilege of modifying /entering the data for the work allotted to them.
 - ii. The software shall keep track of modification/entry of data by the Data entry users. The software should have provision for taking back-up of data and for effective restoration of the backup.
 - iii. The data related to salary shall be secure. It should not be possible to view/ alter the data pertaining to salary without using the software supplied.
 - iv. The software should have provision for validation of data. The software is required to eliminate redundancy in data entry and storage of data.

Eligibility condition for the Vendor

1. The Vendor should be a registered company in India. It should be a reputed IT company having existence in India for at least five years as on date.
2. The vendor should have a team of technically qualified employees. The details of employees along with contact number must be mentioned. The vendor will either give the support by visiting our office at Kolkata or by taking the access to our system remotely. The vendor must respond within 24 Hours after logging the complaint.
3. The Company must have a minimum turnover of Rs. 50 Lakhs per annum out of its operations for the past 3 years and should have made profits (Profit After Tax, PAT would be considered) for the last 3 financial years.
4. Product offered (Payroll system) must have been supplied and successfully running in at least 5 Government Organizations in India.
5. The Vendor should not have been blacklisted by any Government department /PSU /PSE or Institute/ University. Self-declaration to that effect should be submitted along with the bid.
6. The payroll software should allow all employees to perform any operational roles available in the system unconditionally including read / edit / view options. Also should allow access of all functionalities through self-service for all employees of Institute. The right to restrict the use of the application is solely at the Institute's discretion (an Admin user to be created for such purpose) and cannot be restricted by the vendor in any way.
7. There should be no restriction on the no. of users that can be allowed on the payroll system implemented.

Annexure-1: List of customers where a similar software was installed during the previous three years:

Information in the following format along with completion certificates issued by the customers are required to be furnished:

Sl No	Name and Address of Customer with name and designation of contact person	Email Id Telephone and Fax Website	Reference number, date of completion certificate of customer enclosed.	Specific details of Salary software installed.
1				
2				
3				

Signature of Authorized Signatory with Seal

Place:

Date: (Name and Designation)

Annexure-2: Technical Features and System requirements for the Software:

1. Features of the software especially w.r.t. technical requirements specified in the tender document
2. Technical Specification of the software
3. Hardware and Software required for operating the software on server and clients
4. Any other relevant features.

Signature of Authorized Signatory with Seal

Place:

Date: (Name and Designation)

Financial Bid

Annexure-3: Financial Bid for Salary Processing Package

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Name of the firm: _____

Address: _____ PinCode: _____

Telephone: _____ Fax: _____ Email: _____

Important instructions:

- i) The bidder should quote the price for each of the items in the tables A, B below. **Only one fixed price must be quoted against each item.** Mention **N.A.** against an item if that is not applicable and mention **Nil** against an item for which you will not be charging. The bid may be rejected if quotation for any entry is not filled in or if it is incorrectly filled in.
- ii) The total price quoted should be inclusive of all royalty, government taxes (including service tax), duties, levies office and documentation expenses, consumables, cost of handling, carriage, incidental expenses, etc., required for executing the work / providing the product. Details of cost analysis giving break up and details of government tax, duty, incidental charges, office expense etc may be attached to the financial bid. The price quoted must also be firm and should not be in terms of percentage of the total cost of work etc. The bidder will be responsible for paying all taxes, duties, levies etc payable by him.
- iii) Escalation of basic price quoted will not be permitted due to any reason including, change in government tax, duty etc.
- iv) The basic price quoted for software should be inclusive of installation and customization of the software, imparting training to data entry users and providing support.

A.Fixed charges:

Sr. No	Description of item	Basic Price (INR)	Taxes (INR)	Total Price (INR)
1	Price of Software meeting all specified requirements (no additional cost on account of any other element like installation, customization of software) including cost of data migration for nearly 250 employees and free support (during the warranty period) for one year from the date of successful running of the software.			B. C. D. E. F. G. H. I. J. K. L. M.

B. Recurring charges:

Sr. No	Description of item	Basic Price (INR)	Taxes (INR)	Total Price (INR)
1	Annual Maintenance Charges (for five years) which will include Maintenance and modification in the software (support to be provided over on site / email / telephone or any other as convenient during AMC period). <i>Note – AMC payment will be made year wise.</i>			

C. Any other relevant information:

D. Confirmation: It is hereby confirmed that all prices quoted above are inclusive of all taxes, duties, levies etc. and it is clearly understood that escalation in price will not be permitted due to any reason whatsoever.

Signature of Authorized Signatory with Seal

Place:

Date:

(Name and Designation)