

V M No 540 /XV-Com-198/2020

19 March 2020

TENDER NOTICE

Sealed tenders are invited under two bid systems (i.e. Part — I; Technical Bid and Part — II: Financial Bid) for Selection of System Integrator to Develop & Maintain a Human Resource Management System (HRMS)& Pay Roll Managements System for Victoria Memorial Hall (VMH).

2. General terms & conditions:

- (i) The interested firms have to submit the Technical bid and Financial Bid in the prescribed Proforma..
- (ii) No bid will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

3. **Eligibility Criteria for Bidder** (Please provide documentary proof for following with technical bid).

- a. The agency should have average annual turnover of at least Rs. 2 crore (Two Crore) during last three financial years ending 31.03.2019. (Enclose proof of the audited balance sheets during last 3 Years).
- b. Copies of PAN Card, GST Certificate, Trade License and income tax return of last two years are to be furnished.
- c. The bidder must have Valid ISO 9001.
- d. The Bidder should preferably have successfully completed similar projects in the Government Departments/ Autonomous Bodies/ Corporate Bodies etc. during last 3 years, costing not less than Rs. 2 lakhs. The bidder should preferably have minimum 60 IT professionals including 30 Software Developer /System Administrator on its pay-roll for last 2 years in Koikata office
- e. The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.
- f. Bidder must be a public limited Koikata based Company, at least 25 years old.

4. **Scope of Work:-** Details of works are attached in separate sheet.

5. The Earnest money Deposit (EMD) of Rs. 5000/- (Rupees Five Thousand) in the form of Account Payee Demand Draft drawn in favour of "Victoria Memorial Hall" has to be submitted along with bid in a sealed cover superscribed "Bid For HRMS & Pay Roll Management System" addressed to the Administrative Officer, VMH, 1, Queen's Way, Kolkata – 700071 upto 1.00 PM on or before 27/03/2020. Bid shall not be considered in case the EMD is not submitted with tender bid. The said Earnest money Deposit will not bear any interest and the earnest money of unsuccessful tenderer would be returned without any interest after finalization of the contract.

6. The successful tenderer will have to deposit Performance Security Deposit amounting to 10% of the work value in the form of Demand Draft drawn in favour of "Victoria Memorial Hall" from a commercial bank. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.

7. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be enclosed. No overwriting/correction either in the Technical Bid or Financial Bid is permitted. The bids submitted in the proforma other than the proforma provided for the purpose, will be rejected summarily.
8. Conditional bids shall not be considered and will be rejected summarily.
9. The Bid shall be opened at 02.00 PM on 27/03/2020 in the room of Administrative Officer, VMH. Representatives of the tenderers may remain present at the time of opening the tender.
10. Information about warranty vis-à-vis AMC may also be given.
11. The bidding firm has to give a self certificate to the effect that it has neither been blacklisted by any Central Ministry/ Department, PSUs etc. nor any criminal case is registered/ pending against the firm. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money deposit or the performance security deposit, as the case may be. will be forfeited and no excuse what so ever will be entertained therefor.
12. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.
13. The Technical Bids will be evaluated by the Authority of VMH. At the second stage, the Financial Bids of only those bidders who qualify in the technical bid will be opened. The Authority of VMH, after evaluation of the Technical and Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid.
14. VMH reserves the right to reject any or all the tenders at any time or relax/amend/withdraw any of the terms and conditions contained in the tender Documents without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained,
15. The tender documents can be downloaded from the VMH's website www.victoriameorial-cal.org.

Administrative Officer

Scope of Work

Following modules are to be developed for HRMS & Pay Roll Management System for Victoria Memorial Hall.

- Employee Information Management Module
- Payroll Automation Module
- Recruitment Management Module
- Employee Self Service Portal Module
- Exit Policy And Process Management Module
- Documentation & Letters Module
- General Module

Module wise features are given below:

EMPLOYEE INFORMATION MANAGEMENT MODULE

Employee Information Management module regulates the gap between employee and management by maintaining a transparent centralised database containing real time data of all employees like detailed personal information, service records and employee history.

- Personal Information
- Dependent Information
- Skills & Qualifications
- Experience and Previous
- Employment History
- Organizational Assignment
- Service Record
- Attendance Record
- Organization Structure

PAYROLL AUTOMATION MODULE

Payroll automation module administers employees' salaries in the organizations. The process consists of calculation of salaries, tax deductions, managing statutory compliances, arrears, loans, reimbursements, retirement benefits and disbursements of salaries to employees. The HR and accounts department work together to calculate and give out the salary to its employees.

- Statutory Setup
- Salary Process
- Pay-slip, Pay Structure
- Leave Management
- Attendance & Time Sheet Management
- Income Tax Calculation
- Arrears, Overtime & Bonus Calculation
- Statutory Compliances (PF, ESI, P-Tax, Income Tax)
- Medical & LTA
- Loan & Reimbursement
- Full & Final Settlement
- Financial Integration

RECRUITMENT MANAGEMENT MODULE

A recruitment management module handles internal form-filling and authorization process. It allows recruiters to post advertisements and supporting documents online, offer applicant tracking and sorting.

- Job Vacancy Creation
- On Line Application
- Searching and Screening
- Interview Management
- Shortlisting and Selection
- Pay Fixation
- Offer Letter Management
- Pre Joining Formalities &
- Medical Tests
- Pre Joining formality management
- Joining and On boarding

EMPLOYEE SELF SERVICE PORTAL MODULE

Employee Self Service Portal module handles the time, attendance and workforce management functions. The module gives an automated way to allocate, book, approve, track and monitor any absence from the workplace reasons varying from vacations to compassionate reasons to illness or any other genuine reason. Requests and approval processes are streamlined here. Income tax investments and its calculating process are also included in it. There is also a mobile app separately made for all these purposes.

- Personal Information
- Leave Application
- Loan / Advance Application
- Investment Declaration
- Certificate request and download
- Help Desk & Support
- Download Pay slip & other documents
- Check Attendance status

EXIT POLICY AND PROCESS MANAGEMENT MODULE

Employee Exit Policy and Process Management module gives way to a seamless, smooth employee transition and exit process. Different employee exit scenarios such as resignations, retirement, terminations can be handled within one system. It has an integrated process that provides smooth transition for both the employee and the organization. It allows keeping the employer brand intact and becomes a painless process for the employee at the same time.

- Select Appraisal Plan
- Self Appraisal
- Review Performance & Rating
- Separation Process
- Exit Process Management

DOCUMENTATION & LETTERS MODULE

Documentation and letters module generates important documents such as appointment letters, salary slips, relieving letters, experience letters, increment letters, etc.

GENERAL MODULE

The general module allows miscellaneous functions based on role based user access to company level rules, format setup, e-notice boards, smart filtration and search facility at form and report level, queries and reports, parameterised system notifications, emails and SMS facilities.

1. Requirement gathering and analysis
2. Design
3. Implementation or coding
4. Testing
5. Deployment & Maintenance

- **Requirement gathering and analysis:** Business requirements are gathered in this phase. This phase is the main focus of the project managers and stake holders. Meetings with managers, stake holders and users are held in order to determine the requirements like; who is going to use the system? How will they use the system? What data should be input into the system? What data should be output by the system? These are general questions that get answered during a requirements gathering phase. After requirement gathering these requirements are analyzed for their validity and the possibility of incorporating the requirements in the system to be development is also studied. Finally, a Requirement Specification document is created which serves the purpose of guideline for the next phase of the model.
- **Design:** In this phase the system and software design is prepared from the requirement specifications which were studied in the first phase. System Design helps in specifying hardware and system requirements and also helps in defining overall system architecture. The system design specifications serve as input for the next phase of the model.
- **IMPLEMENTATION / CODING:** ON RECEIVING SYSTEM DESIGN DOCUMENTS, THE WORK IS DIVIDED IN MODULES/UNITS AND ACTUAL CODING IS STARTED. SINCE, IN THIS PHASE THE CODE IS PRODUCED SO IT IS THE MAIN FOCUS FOR THE DEVELOPER. THIS IS THE LONGEST PHASE OF THE SOFTWARE DEVELOPMENT LIFE CYCLE.
- **TESTING:** AFTER THE CODE IS DEVELOPED IT IS TESTED AGAINST THE REQUIREMENTS TO MAKE SURE THAT THE PRODUCT IS ACTUALLY SOLVING THE NEEDS ADDRESSED AND GATHERED DURING THE REQUIREMENTS PHASE. DURING THIS PHASE UNIT TESTING, INTEGRATION TESTING, SYSTEM TESTING, ACCEPTANCE TESTING IS DONE.

Annexure – I

TECHNICAL BID

1. . Name of the Firm :
2. Name of the Proprietor,
Partners/Directors :
3. Mobile No. /Office Telephone Nos. :
4. Head / Local Office Address :
5. Email Address :
6. Year of Establishment :
7. Registration No. and Date of
Registration :
8. Status Of Firm.
(Proprietor/Partnership/Co. etc) :
9. PAN Card No. :
- 10 GST Certificate :
11. Trade License :

Seal and Signature of the Bidder/s

Date:

Place: :

Please enclose photocopies of Certificates for S.No.7,8,10,11



1, क्वीन्स वे, कोलकाता - 700 071
1, Queen's Way, Kolkata - 700 071

विक्टोरिया मेमोरियल हाल VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मन्त्रालय के प्रशासनिक नियन्त्रण
के तहत एक स्वायत्त संगठन)

(An autonomous organisation under the administrative
control of the Ministry of Culture, Govt. of India)

Annexure – II

FINANCIAL BID

Description	Amount in Rs.
To develop & maintain a HRMS & pay roll management system for Victoria Memorial Hall	
	GST
	Total

Seal and Signature of the Bidder/s