

Ref. No: _____

Date: _____

Expression of Interest of PAYROLL Management Software Android app JKSRTC

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1.1 EOI Issuer

- Jammu & Kashmir state road Transport Services Ltd. (JKSRTC) Intends to appoint service provider to implement the proposed Employee Payroll Management System & Android App & its implementation will include Software Development ,Online Application Development for Smart phones, Tablets, etc. Website Maintenance & Support

Manager Administration,
 Jammu & Kashmir State Road Transport Corporation-JKSRTC
 Rail Head Complex, opposite Vaishnavi Dham,
 Jammu – 180012
 Phone: 0191-2473245 Fax: 0191-2476290
 Email: jksrtc@gmail.com

Price of EOI

The price of this EOI document is Rs.500/- (Rs. Five Hundred only) (Non-Refundable) inclusive of all taxes. The EOI document can be downloaded obtained from our website www.jksrtc.co.in or from the office of General Manager, Jammu & Kashmir state road transport Services Ltd., on payment of Rs. 500/- (Non-Refundable) in the form of demand draft payable to "State Road Transport Corporation, Jammu & Kashmir"

Non - Transferable EOI

This Request for Proposal (EOI) is not transferable.

Bidding Document

Bidders are advised to study the EOI document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk & may result in rejection of the bid.

Bid Submission

The bidders are expected to submit their offers in two parts namely, "Technical Bid in Envelope-A" and "Financial Bid in Envelope B" and in the format given in this document.

- The copy of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract.

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case, such corrections shall be initialled by the person or persons signing the bid in original. The bid shall be accompanied with the Demand Draft for the cost of the tender document. The sealed bid shall be submitted in person or post by or before 10.01.2018 in the office of PA to Managing Director, JKSRTC at below mentioned address:-

Expression of Interest- JKSRTC- RHQ, Railhead, Jammu-180012

ii)

Correspondence:

Manager Administration,
 Jammu & Kashmir State Road Transport Corporation-JKSRTC
 Rail Head Complex, opposite Vaishnavi Dham,
 Jammu – 180012
 Phone: 0191-2473245 Fax: 0191-2476290
 Email: jksrtc@gmail.com

INTRODUCTION:**Mission Statement:**

To provide integrated and innovative solutions to the department by utilizing the latest technology, best practices and recognized industry standards. Through our knowledge and significant experience in the industry, we add value to our client's operations and build long-term relationships that are mutually beneficial.

Vision:

"To give the department the solutions that adds value to their operations and give them competitive edge."

- Specialization in providing the following services:
- Software Development
- Online Application Development
- Application Development for Smart phones, Tablets, etc.
- Maintenance & Support

Project Overview and Background:

This document provides an overview of J&K State Road Transport Corporation (Employee Payroll Management System) & Android App for payroll management.

EPMS system for J&K State Road Transport Corporation, EPMS captures and distributes a wide variety of financial and organizational data.

Android based payroll management App is the primary focus of this document. As the App for J&K State Road Transport Corporation, the App will capture the management of employment data of each employee at their fingertips accessible anytime and anywhere via smart mobile phone.

Objective:

Aims to save and secure system data and functionality support of J&K State Road Transport Corporation central services (such as employee benefits, labour management, and financial management), and strategic planning across state organizational units. The system coordinates state

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wide payroll and financial data for every single working employee in every district and collects and maintains information for unlimited system users.

Not only this J&K State Road Transport Corporation employees at their fingertips given anytime and anywhere. The App will break all the barriers of time consuming formalities. The App will lower down the quire detail requests made by an employee regarding their personal data like Leaves, GP/CP Funds, Salary deductions, Salary Increments, Locations, Allotted Department, Date of Joining, Date of Retirement, Present and Pre Leave apply, and more.

Software& App Opportunities and Benefits:

The EPMS will cover all the employee details like employee personal job details, attendance management, leave management, assigned working locations district wise, employee transfer details, salary and fund management, employee posts and designation details, SMS (short message service), and more. The EPMS system will be fully customized as per need of J&K State Road Transport Corporation. The EPMS system will provide on click functionality results, hence will reduce the workload and most importantly the time frame. The EPMS system will improve the working quality of J&K State Road Transport Corporation and will convert junk paper work into systematic manner. The EPMS will bring sophistication in day-to-day working environment and will ease the mental stress of concerned workers. The EPMS system will be user friendly and can be managed at all the concerned levels. The EPMS system will bring new life into working system by changing the whole course of old ways of pen and paper loads. It will not only trace the required information on click but will also preserve the organizational data for unlimited years ahead. The EPMS give you a super easy way to manage leaves and absences. In a glance you can see how long employees are away for, whether they should be at work, what type of leave they are currently on, how much leave they are entitled to etc. It makes planning a lot easier.

The EPMS &App will include the following functionalities:

Employee Payroll Management:

The Payroll management Module &login defines, captures and structures various payroll components like fixed, variable, flexi-benefits and deductions during monthly payroll activity. The administration of the financial record of employee salaries, wages, bonuses, net pay, and deductions. An employer, regardless of the number of workers they employ must maintain all records pertaining to payroll. Payroll Management ensures that you run your payroll in few clicks and be updated with accurate by hand salaries and deductions in the form of taxes. This will save costs and improve productivity in the functions and will ensure better accuracy of data and payroll compliance. This will smartly manage employee salaries, TDS and exemptions, etc. The concept of the Payroll Management is quick and error-free processing and a centralized system for employees from different locations.

The system creates & App will show pay structure as per organization policy, along with level and location based benefits. Up-to-date compliances like Taxation and PF and will populate periodic statutory reports. Employees can view their income tax calculations through this App and plan annual investment accordingly. It will give level based benefits administered and changes updated as per

employee promotion and job role change. Role and location based benefits plan can be seen through this App during annual increments and promotions.

The payroll management system &App will auto sync with your biometric attendance and captures employee attendance and leaves in real time for payroll workings. Employees can view the salary slips from mobile App. Auto generated full and final settlement reports can be also view through the App to quickly make final payments to employees when they leave.

User Management:

The User Management System can control unauthorized access into software. Highly secured access control will be managed by the administrator responsible for controlling the multi-level user access, user communication by internal message system and fully customized operational use. All registered users are viewed in report page that creating pagination automatically. User management system limits the access of user to its limits and controls user access to unauthorized parts of the software. User Management make EPMS software 100 % secure as long as administrator is not leaking his/her ID and Pass code. Administrator can create as many as users depends on software usage and organizational demand based at centralized and at district levels (if required).

Attendance Management:

This module &App will manage attendance in a work setting to minimize loss due to employee downtime. Attendance control has traditionally been approached using time clocks, timesheets, and time tracking, but attendance management goes beyond this to provide a working environment which maximizes and motivates employee attendance. This App will show real time attendance data automatically through using Real-time location systems, which also allow for cross-linking between attendance data and performance. It automates key areas of employee, payroll management, leave and attendance tracking. An organization's work force is more often than not, its largest expense impacting production and profitability. In accurate time keeping could be one of the greatest pitfalls for any organization. Employees represent an organization's biggest asset and maintaining accurate attendance makes a lot of difference in the way working operations and greatly improves productivity and efficiency too.

Immediate time-saving and cost savings of attendance management facility via the App is easy to highlight. However, there are a number of other benefits of using an automated time management in an organization.

Detailed Feature and Modules of EPMS Software &Android APP:

Module Name	Features/ Functionalities
Pay Roll Management	<ul style="list-style-type: none"> • Issue Salary to All Employees Monthly On One Button Click. • Salary breakups (Basic pay, DA,TA, HRA, Medical Allowances, etc.) • PTO (Paid Time Off), Paid Leaves, Vacation and Sick Leave Tracking • Automatic Messaging • Work Scheduling • Employee Details (Employee Post, Office Location, Department, Date of Joining, Date of retirement, Present Salary, Salary Increments,

	<ul style="list-style-type: none"> etc.) • Auto Sync with Biometric Devices Attendance. • Ready Bank Statements • Apply Leave Online (Present Date & Pre Date). • Salary Reports: • Monthly • Yearly • Individual Employee Salary Reports • Gross Payroll Calculation and Preparation • Salary deduction reports (Income Tax, Professional Tax, TDS, etc.) • Monthly Salary Slips • Automatic Extra Leave Deduction on Salary. • GP/CP Fund Management Facility • Full Reports Etc.
User Management	<ul style="list-style-type: none"> • Create New User • Assign Restricted Controls • Edit Existing Users • Admin can create different types of Users. Each user will have different user ID & Password. Access limits to each user will be limited depends on his nature of work and his limitations. Admin can trace each user and will have access to all parts of the software. Admin will hold the key role in managing the software and organizational data securities.
Attendance	<ul style="list-style-type: none"> • Add Employee Attendance • Daily Attendance reports • Monthly/Yearly Reports • Other Reports
SMS Integration (Excluding SMS Charges)	<ul style="list-style-type: none"> • Send SMS to all concerned Employees • Send SMS on one click to all concerned Employees
Module Name	<ul style="list-style-type: none"> • Features/ Functionalities
Employee login System	<ul style="list-style-type: none"> • Secure login system for all employees • Individual Salary details • Salary breakups (Basic pay, DA,TA, HRA, Medical Allowances, etc.) • PTO (Paid Time Off), Paid Leaves, Vacation and Sick Leave Tracking • Employee Details (Employee Post, Office Location, Department, Date of Joining, Date of retirement, Present Salary, Salary Increments, etc.) • Ready Bank Statements • Apply Leave Online (Present Date & Pre Date). • Personal Salary Reports: • Monthly • Yearly • Individual Employee Salary Reports • Gross Payroll Calculation and Preparation • Salary deduction reports (Income Tax, Professional Tax, TDS, etc.) • Monthly Salary Slips reports

	<ul style="list-style-type: none"> • GP/CP Fund Management details • Full Reports Etc.
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Application Requirements:

The App will be cloud based and will be designed on Android platform and can be accessed via any Android device. The will be available in Google Play store and free to download. The App will be supported by Online EPMS Software System. The will be updated as per the requirements.

AMC (Annual maintenance charges)

Support for technical errors & issues:

The interested agencies are directed to mention proper mode of backup support during the period of A.M.C.

Project Implementation Plan

The interested agencies are directed to mention the time frame of project implementation. The project time will start from the date of issuances of purchasing order.

Payment Terms

Payment to the successful bidder shall be done as detailed below for Capital Expenditure:

S:NO	Clause	Payment Schedule
1	Mobilization Advance	20 %
2	Payment on Installation of Software	30 %
3	Payment on Successful Commissioning validated through meeting the tests from commissioning & issue of Completion Certificate	30 %
4	payment will be made after SI develops the services as per the requirement of JKSRTC	20 % payment of invoiced amount to be made on completion within the agreed time frame

Annexures

Annexure-A:

Details of the Bidder

General Information of the Principal Bidder	
Name of the firm	Location
	Street
	City
	Pin code
	Telephone
	Email
	Other (URL etc.)
Year of Incorporation	Photocopy of Certificate of Incorporation must be attached
Legal Status	Public Ltd. Co/Private Ltd. Co./ Partnership firm etc
Technological Collaborations	
Name of the contact	
Contact's designation	
Contact's Phone No.	

Annexure-B:**Experience Summary**

Total number of relevant projects in Software Implementation	Total Projects Successfully Completed	Total projects under progress	Total Unsuccessful / Failed Projects

Annexure 'C'**Financial Bid**

To Managing Director,
State Road Transport Department
Rail Head Complex, opposite Vaishnavi Dham,
Jammu – 180012

Subject: Design, Develop, Supply and Implement Proposed Employee Payroll Management System & Android App.

Ref: EOI No:

Sir

We, the undersigned Bidders, having read and examined in detail all the EOI/ bidding documents in respect of the captioned subject do hereby propose for our selection as specified in the EOI document.

1. **PRICE AND VALIDITY:** The price mentioned in our bid is in accordance with the terms as specified in the EOI documents. This bid is valid for a period of 4 calendar days from the date of submission of the bids.
2. We have studied the relevant clause(s) in Indian Tax Laws and hereby declare that any taxes, surcharge towards professional and any other corporate Tax applicable under the laws, we shall pay the same.
3. **BID PRICING:** We further confirm that the price stated in our bid is in accordance with the documents.
4. **Qualifying Data:** We confirm having submitted the information as required by you as per the EOI documents. In case you require any other further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

We hereby declare that in case the contract is awarded to us, we shall submit the contract Bank Guarantee in the form prescribed within 4 days of issue of LOA. We hereby declare that our bid is made in good faith without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief. 8. We understand that our bid is binding on us DURING THE VALIDITY PERIOD OR THE EXTENSIONS THEREOF and that you are not bound to accept our Bid.

We confirm that no Technical deviations are attached here with this financial offer.

S:NO	Description of Work	Rate (In INR)	
		In figures	Words
1	Capital Expenditure		
	A) Employee Payroll Management System & Android App & its implementation will include Software Development ,Online Application Development for Smart phones		
	b) Software networking etc. & Training		
2	<u>Maintenance & Support Cost for 2 Years</u> After completion of defect liability period of first year of Maintenance.		

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3	Installation, set up & other Charges.		
	Total In Figures		
	Total In Words		