



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

Tel. No. 0141-5192137

Email: jmrc.acp@gmail.com

No. : F-1(17)/JMRC/DCA/IT/HR Package/13-14/

Dated: 03rd Feb 2014

Notice Inviting Quotations

Sub. : Development, customization and maintenance of Payroll & HR package, including migration of existing data.

Jaipur Metro Rail Corporation desires to develop and customise an enhance HR & Payroll software package, incorporating various features mentioned hereunder. Through this notice, JMRC invites Quotations from experienced IT /Software firms/ agencies working in the field of Software Development and Customization. The Scope of Work and other terms & conditions are as under:

A. ELIGIBILITY:

- The firm should be a reputed IT firm which should be in existence and registered on or before 01/04/2012.
- The firm should have their office as well as development team located in Jaipur city.
- The firm should be dealing in the field of software development and having experience of the same in Govt. Sector/PSU's etc.
- The annual turnover of firm during FY 2012-13 should be greater than Rs. 5 Lakhs.

B. SCOPE OF WORK:

1) Development & Customisation of HR & Payroll Management Package:

- The Agency shall study the existing HR Package in use in JMRC, including screenshots, reports & fields. JMRC will provide access to the existing HR Package to the extent possible along with source code.
- The Agency shall be required to develop an application which would have several new features and fields as compared to the existing application. These new fields shall be decided in consultation with JMRC.
- The Agency shall be required to port the existing database into the database of the new application formed by them.
- Input of additional /modified information for existing /new fields would be required for the initial updation of the database.
- Appropriate user-friendly input forms for various users for subsequent data entry shall be formulated and the users trained for data entry.
- The application shall be required to include adequate security/monitoring features inbuilt as under:
 - Identification of date, time and user of each transaction
 - Defined roles & users
 - Defined Add/Edit/Delete/View rights for each data entry form/Report
 - User activity monitoring
 - Track record of all edition/deletions of the records be maintained
 - Multiple level passwords (View , data entry , acceptance of data entry & change in the entered data)
 - Manual over ride access for Administrator
 - User Matrix – By which each user is given/denied access to particular Report/Transaction resulting is high Security and blocking un-authorized access
 - The application to be hosted on server to be installed in JMRC with secured access on internet. The provision of Firewall or any other security measures are to be made

- The application shall be required to include following Features & Forms
 - User friendly forms with drop-down menu and other validation techniques of data entry
 - The data base & application structure should be modular and it should be possible to add field & additional application modules in due course
 - Password management.
 - Employee Creation
 - Salary Management
 - Bonus Management
 - Increment Management
 - Employee Medical Management
 - Leave Management
 - On Line Absentee Statement form for various units
 - Leave allotment master
 - Income Tax calculation in pay-slip every month based on Earning and Deduction feed into the system.
 - Easy to understand Procedures which require minimum Training.
- The application shall be required to generate following Reports
 - Income Tax Projection
 - Attendance Register
 - Salary Sheet Report
 - Bank Statement
 - Deduction head wise register
 - Earning head wise register
 - Employee Joining Report
 - Service Record
 - Employee list (Category wise like regular employees, Deputationist, Contract employees etc.)
 - Employee resignation/Termination
 - ESI Report
 - Leave Encashment Statement
 - Pay Slip
 - Payroll Register
 - PF statement
 - Training Report
 - ACR/APAR Review status
 - Notice Report
 - Medical check up status report
 - Annual property Return status report
- Every Report should be exportable to Excel.

2) Providing Support and Maintenance for HR & Payroll Package:

- Providing support for minor modifications/ up gradations for one year including additions of fields in data base and modifications in report(s) format(s).
- Providing support in report generations and pay generation for one year.
- Providing training to JMRC users as and when required.
- Maintenance and support period of one year shall start immediately after generation of first month's salary.
- Maximum response time per request shall not be more than two working days. Any subsequent delay shall invite Liquidated Damage @ Rs. 250 per day in addition to deduction of proportionate maintenance & support charge.

C. Other Terms and Conditions:

- The firm shall provide one year maintenance support which can be further extended on mutual consent basis.

- The Software application shall be hosted on a server to be installed in JMRC premises at Khanij Bhawan or on a hired web-space. The user(s) / administrator(s) shall access the application through JMRC LAN or through Internet. Proper security arrangement against unauthorised access (fire-walling) needs to be developed.
- All the development activities shall be carried out on the hardware/software to be arranged by the successful firm. However, within 3 days of work order, the firm shall intimate JMRC the detailed specifications of the hardware and software required and also for the web space hiring (in case JMRC desires for the same) for this purpose. The same shall be arranged by JMRC subsequently. The developed application shall be transferred on the JMRC Hardware / JMRC hired web-space.
- The source code of the software developed shall be made over to JMRC before final payment.
- Development schedule

| S.No. | Activity / development to be carried out | Time duration from the date of work order | Remarks |
|-------|---|---|--|
| 1 | Providing detailed specification of the server and associated software(s) for hosting the application in JMRC | 3 days | For procurement of H/W and S/w by JMRC |
| 2 | Development of module and prototype demonstration to JMRC | 15 days | For getting inputs / suggestion |
| 3 | Generation of first Salary | Within one month or next salary day, which ever is later. | |

Any delay in above schedule will invite Liquidate damage @ Rs. 250 per day which shall be recovered from due payment of firm.

- Payment Terms:
 - a. 50% of the Developmental Cost payment shall be released after development and successful deployment of application software and generation of first Payroll.
 - b. 30% of the development cost shall be paid after successful execution of application software and generation of Second Payroll.
 - c. Rest 20% of the development cost shall be paid after one year of successful execution of application software.
 - d. Maintenance and support cost shall be paid quarterly after the end of each quarter.
- An agreement shall be signed with the selected firm mentioning all the terms & conditions of this letter, draft of which shall be mutually agreed between JMRC & selected firm.
- The sealed quotations are to be submitted in the format enclosed at Annexure – A along with eligibility documents on or before 13/02/2014 at 3:00 pm and same will be opened at 3:30 pm on 13/02/2014 in the presence of present bidders or their representatives.

Encl.: Annexure 'A'

— sd —
(Mahesh Kumar Gupta)
ACP (Dy. Director)

No. : F-1(17)/JMRC/DCA/IT/HR Package/13-14/6661-67

Dated: 03rd Feb 2014

Copy to:

1. M/s. iSolution Microsystems Pvt. Ltd., 406-407, Ambition Tower, Agrasen Circle, Subhash Marg, C-Scheme, Jaipur-302001.
2. M/s. Daedal Technovations Pvt. Ltd., Aashish Tower, Ram Nagar extension, Sodala, Jaipur.
3. M/s. Osmic Technogies Pvt. Ltd., Opp. Pink City Honda Showroom, Tonk Road, Jaipur
4. M/s. Incognito Technologies Pvt. Ltd., D-116-A, Basant Marg, Bani Park, Jaipur- 302016.
5. M/s. RISE TECH SOFTWARE PVT. LTD., A-136, Saraswati Nagar, Behind Gold souk, Jaipur-302017
6. M/s. Data Infosys Ltd., Station Road, old Dalda factory, Durgapura, Jaipur-18.
7. JMRC Notice Board.

3/2/14
(Mahesh Kumar Gupta)
ACP (Dy. Director)

Annexure 'A'

To

Analyst cum Programmer
(Dy. Director), IT Cell,
JMRC, Jaipur.

Sub.: Quotation for Development and Maintenance of HR Package in JMRC
Ref.: Your letter inviting Quotation F-1(17)/JMRC/DCA/IT/HR Package/13-14/_____
dated 03/02/2014.

Dear Sir,

Kindly find herewith our quotation for the above mentioned work:

| S.No. | Name of Work | Rate | Tax | Total |
|-------|--|------|-----|-------|
| 1. | Development & Customisation of HR & Payroll Management Package | | | |
| 2. | Providing Support and Maintenance for HR and Payroll Package | | | |

We agree to all the terms and conditions of Notice inviting quotations refund alone. The documents in support of eligibility are enclosed.

Encl: As above.

Date:

(Authorised Signatory with Seal of Firm)

Name: _____

Address: _____

