

**Annexure-A**

Software requirement of Payroll Module

- (a) Software of Payroll should generate present requirement of payroll.
- (b) The system should be developed role wise.
- (c) The software must have a provision for future scalability of requirement and modification.
- (d) The software source code should be handed over to ASRTU and it would be the property of ASRTU.
- (e) The software should be developed in JAVA and Oracle/.
- (f) The software must be flexible to integrate to other modules based on future requirements.
- (g) The software shall be hosted at ASRTU side.
- (h) The software should be linked with the punching machine and to edit & Modify the data whenever & wherever necessary.

**Payroll Module**

**(i) Master Form**

- 1. Employee Login Form
- 2. Employee Master
- 3. Designation Master
- 4. Department Master
- 5. Institution Master
- 6. Pay Master
- 7. Pay Control
- 8. Deputation pay control
- 9. Additional pay control ,if any
- 10. Earning Deduction & Loan master
- 11. Any other master form as per requirement

**(j) Transaction Form**

- 1. Half pay leave
- 2. Income Tax Deduction
- 3. Monthly Transaction
- 4. Fixed Transaction ( For All month)
- 5. Deputation monthly updation form
- 6. Lump -sum payment
- 7. Manual data entry for particular month
- 8. Exgratia calculation
- 9. DA- Arrear Calculation
- 10. Any other Transaction form as per requirement

### **(k) Report**

1. Payslip - Employee wise
2. Payslip- Designation wise
3. Payslip – Department wise
4. Payslip- Fund wise
5. Payslip- Bank wise
6. Payslip- Month wise
7. DA- Calculation Arrear Report
8. Abstract Report ( For salary checking )(Fund –wise, further sub - classifications under regular contract and on deputation -wise)
9. Bank Intimation slip(bank-wise and fund –wise)(have an option to import in excel)
10. Monthly Income tax deduction
11. PF remittance Report
12. Advance Recovery Report
13. Loan Ledger – Individually
14. Loan Ledger- Loan wise
15. Loan Ledger- All Type of Loan
16. Yearly Report – Annual Salary Report
17. Any other Reports as per requirement
18. Monthly Remittance report employee wise and STU wise.
19. SMS reporting to Each employee of net salary

## **Annexure – B**

Software requirement of PF Trust module Integrate with payroll

- (a) Software of PF test module should generate all the report which is required for PF Purpose.
- (b) The software must have a provision for future scalability of requirement and modification.
- (c) The software source code should be handed over to ASRTU and it would be property of ASRTU.
- (d) The software should be developed in Java/Oracle.
- (e) The software must be flexible to integrate the other modules based on future requirements.

### **(f) Master form**

- 1. PF Master
- 2. Interest Rate
- 3. CPF Rate
- 4. EPS Rate
- 5. Nominee Details
- 6. PF Pay Details
- 7. Opening Balance Details
- 8. Any other master form as per requirement

### **(g) Transaction**

- 1. Posting from pay file ( Directly for Salary)
- 2. Direct Entry form
- 3. Posting from Excel file ( Direct Posting for CIRT)
- 4. Monthly View Data
- 5. Different type of Loan Application and Sanction Form
- 6. Pf Settlement form
- 7. Settlement transfer file
- 8. Any other transaction form as per requirement
- 9. Loan recovery monthly register linked with payroll software
- 10. Pf software should be compatible with the statutory requirement of EPF office and data generated by software should be directly uploaded at EPO site.

**(h) Report**

1. Annual Cpf Statement ( Employee wise)
2. Investment register ledger (Investment pattern-wise as specified by RPF)
3. New members enrollment form
4. members nomination form for CPF/EPF/Gratuity
5. Monthly Return Appendix - A, Form No 2(IF), 3(IF), 4(IF),7(IF), 4(PS), 5(PS), 6(PS),
6. form-13
7. Form 3PS
8. computation of refundable/nonrefundable advance and settlement
9. computation of gratuity claim
10. Updated employee list for gratuity and EDLI(have an option to import in excel)
11. Form No.-3(Challan)(Provision for online submission of challan)
12. Pension statement- 7 EPS
13. Pension Statement- 8 EPS
14. Manual pension statement
15. Summery Report
16. Only current year transaction
17. loan status member-wise(Refundable and non refundable)
18. Final summery statement
19. Current year Interest
20. Next year opening transfer
21. Settlement Report
22. Retirement Report
23. Loan ledger
24. Any other Reports as per requirement

**Annexure-C**

**Performa-I**

**(TECHNICAL BID)**

Please furnish the particulars with proof.

<b>S.No.</b>	<b>Particulars</b>	
1.	Name of the Company (Only Indian company is allowed)	
2.	Registered Address with Phone, Fax & Email id	
3.	Contact person with Name, Designation, Mobile No. & email Id details.	
4.	Year of Incorporation with Certificate No details	
5.	Name, address and details of consortium if any	

6.	Experience in similar projects/ Technology (furnish evidence as per RFP)	
9.	Turnover of preceding 3 years, furnish yearwise  (last year turnover from similar activity should be more than 25 lacs)	
10	Details of Present working Technologies  ( only Java & Oracle is applicable)	
12.	Any other additional requirement related to the above mentioned project.	
13.	Remarks if any	

The information mentioned herein above proforma is true and correct and we hereby undertake to accept all the obligations and responsibilities of Tender.

Place :  
Signatory with stamp

Signature of authorized\*

Date :  
Company

Name of the authorized person of the

Designation:

**Financial Bid**

S.No.	Software Module	Total cost with service Tax
1.	Software development cost (includes one year hosting cost in the warranty period )	
2.	Yearly Hosting and maintenance cost at ASRTU site and server after the expiry of warranty period.(includes maintenance of ASRTU server)	

## **Notice Inviting Tender for “computerization of Pf Trust & Payroll Module at ASRTU from software solution providers.**

About us

Association of State Road Transport Undertakings (ASRTU) came into existence on 13<sup>th</sup> August,1965 as a apex body to bring together all the state Road Transport Undertakings in India on a common platform with the aim of pulling their resources and know how for dealing with various problems faced by them and help them to improve their performance.

ASRTU is headed by secretary, Ministry of Road Transport & Highways, Govt. of India as the ex-officio President. Day to day work is managed at the level of Executive Director. One of the main objectives of ASRTU is to provide a common procurement service to the member STUs through ASRTU Rate Contracts.

The brief details of Software Payroll & Pf Trust module of ASRTU are given at **Annexure ‘A’ and Annexure ‘B’** respectively.

The interested parties will have to fill up the Technical bid and Financial bid in separate envelops as per tender document and both these envelops should be submitted in a single envelop. The envelope containing the techno- commercial bids must be clearly superscribed as “Tender for Payroll & Pf Trust module “. The envelops of technical bid and financial bid should also be clearly super scribed as “Technical Bid for Payroll & Pf Trust Module and financial bid for Payroll & Pf Trust Module “.

The 1<sup>st</sup> sealed cover super scribed “technical bid “should contain the following

- (a) The tenderer should furnished details of experience and infrastructure in providing software’s to Govt. Undertakings / Semi- Govt. Undertakings / Public sector undertakings / any state transport undertakings / Autonomous /Private organization / Department of India in the formats enclosed at Annexure ‘C’.
- (b) The firms should fill up the Technical specification & Financial Bid mentioned in Annexure –“c” Performa-I &II
- (c) Time period required to complete the work .

Warranty/maintenance Clause

The supplier shall provide maintenance guarantee for 1 year for the modules developed by it.

### **Payment of Bills**

The ASRTU will normally make payment within 15 days from receipt of the bill raised by the supplier.

The tender for this work should reach office latest by 14-11-2016 at 3.00 PM on the above address addressed to Executive Director. The office will not be responsible for any kind of postal delay in receiving the request for tender documents and/or their submission by the parties at this office. Tender received late than 3.00 PM on 14-11-2016 shall not be considered and no correspondence shall be entertained in this regard. The date and time of the live demonstration of



Payroll and PF Trust Module will be intimated only shortlisted firms if required. Financial bids of only those firms will be opened who will be considered suitable on the basis of technical bid and demo.

ASRTU reserves the right to reject any or all Tender(s) without assigning any reason(s).

In case any clarification is required, please contact Rajiv Ranjan Jha, Database Administrator, Mobile No-9873141160, Phone No-011-43294294, Extn-510

All disputes shall be subject to the jurisdiction of NCT of DELHI.

**General Information:**

- a) The Tender DOCUMENTS can be seen in the ASRTU web site [www.asrtu.org](http://www.asrtu.org)
- b) Tender Last date for submission of tender documents is on **14-11-2016 @ 04.00 p.m.**
- c) ASRTU reserves the right to cancel the tender document at anytime without assigning any reasons.
- d) The selected firm has to provide one year warranty, start from the date on which work is completed and sign-off from ASRTU.
- e) **Any correspondence should be made in the name of the Executive Director, ASRTU, New Delhi.**
- f) **Any information related to software is required, contact to Mr. Rajiv Ranjan Jha, Database Administrator, Mobile No-9873141160, Phone No-011-43294294, Extn-510 , ASRTU**