

**GOVERNMENT OF ASSAM
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY
DISPUR :: GUWAHATI-6**

**EoI DOCUMENT FOR PROCUREMENT OF SAAS BASED HRIS
For ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY**

TO BE USED FOR SUBMITTING OF EoI FOR HRIS BY THE ELIGIBLE FIRMS/
COMPANIES

Address for Communication:

Office of the State Mission Directorate
Assam State Urban Livelihoods Mission Society,
2nd Floor, Directorate of Municipal Administration, Assam
Dispur, Guwahati- 06

**EoI DOCUMENT FOR PROCUREMENT OF SAAS BASED HRIS for
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY (ASULMS)**

1. BRIEF INTRODUCTION

Poverty being a multi-sector and multi-dimensional phenomenon, the central/ state governments have been addressing the poverty issues through their sponsored programmes in various sectors and by adopting different approaches. The revamped SJSRY (2009) - programme of MoHUPA dealing with the employment generation for urban poor is now being replaced with the Deendayal Antyodaya Yojana - National Urban Livelihood Mission (DAY-NULM).

Its main objective is to reduce poverty and vulnerability of the urban poor households by enabling them to access gainful self employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor.

The mission would aim at providing shelters equipped with essential services to the urban homeless in a phased manner. In addition, the Mission would also address livelihood concerns of the urban street vendors by facilitating access to suitable spaces, institutional credit, social security and skills to the urban street vendors for accessing emerging market opportunities.

2. OBJECTIVE

ASULMS desires to procure a SaaS based HRIS to add value and improve organization's operations and accomplish its objectives by bringing a systematic, disciplined approach to evaluate HR processes and improving the effectiveness of task management, control, and governance processes.

This document presents a format for the **Expression of Interest (EoI)** concerning a Human Resources Information System for ASULMS.

The EoI serves three main purposes:

1. Providing specific information about ASULMS's requirements to aid completion of vendor proposal, demo and final selection of a solution/ service provider.
2. Ensuring a well-conceived, successfully delivered and cost effective HRIS.
3. Evaluating the proposed HRIS with respect to its suitability with ASULMS's requirements.

3. SCOPE OF WORK

General Systems Requirements

ASULMS is soliciting proposals for software solution to support its human resource operations. The Proposer/Bidder may offer a solution for HR functions.

ASULMS seeks a SaaS, hosted or web based solution that could be accessed from any Mission Management Unit location. Server based solutions will not be considered.

ASULMS seeks to receive proposals from qualified software vendors to purchase a HRIS including a Performance Evaluation module with a productive, modern, comprehensive suite of highly integrated software modules that will enable ASULMS to make informed strategic human capital decisions. The HR focus is on Talent Management, this includes the following human capital decisions.

- Performance Evaluation & Management
- Payroll
- Total Compensation
- Employee Demographics
- On-Boarding
- Benefits Administration
- Position Management
- Recruitment
- Employee Self-Service
- Leave and Other Leaves of Absence
- Separation

- Professional Development Tracking
- Time and Attendance.

This solicitation is specifically seeking a fully developed suite of application software which is demonstrable and currently in use in comparable industry settings. That is, there should be a minimal amount of software development/ customization/ configuration required to meet these specifications. The solutions may include an API or other methods of integrating with 3rd party software. For Example:

- Data, such as employee demographics, should only be entered once and synced between systems.
- A performance based raise, should be awarded in the HR system and carried over to Financial Planning for payroll and budgeting.

Indicative lists of features that are expected to be a part of the HRIS are as follows:

Modules	Features
HCM - Human Capital Management	<ul style="list-style-type: none"> • Employee Enrollment (New Joining) • Employee's bank details • Past Employment history • Employee's Identity • Personal, Family & Dependent details • Qualification Details • Employee's Directory • Organization's chart • Employee's Revision history • Salary Master creation - category wise • Employee's PF & ESIC details • Bulk mail option • Birthday-Anniversary reminders • Employee's resignation details • In resignation - allocated asset's reminder • Multiple - category wise reports, data import-export facility <p>REPORTS:- List of Employees, Detail of Employees, Employee Birthday Report, Resigned Employees Report, etc.</p>
Payroll Management	<ul style="list-style-type: none"> • Payroll month creation • Yearly calendar • Case to case salary structure and its calculation • Reverse salary processing options • Stop payment facility • Stop Tax deduction • Monthly attendance submission option • Arrear calculations • Adhoc payment (variable payment/deduction) facility • Employee's investment declaration option • Loans & Advance management • Leave encashment • Category wise salary calculations • Full & Final settlement • Off cycle payment option • Bonus / incentive calculations, Payroll JV for accounting purpose (Integration feature) <p>REPORTS:-</p> <p>Payout reports:</p> <ul style="list-style-type: none"> • Salary register, fixed pay register, consolidate registers, arrear statement, bonus calculations, Payslips in 9 formats with local language facility <p>Statutory reports:</p> <ul style="list-style-type: none"> • Professional tax details-statement, Form 5 / 5A, TDS calculations, Form C Bonus Register, Income tax related reports, ESIC & ECR file in up loadable format <p>MIS reports:</p> <ul style="list-style-type: none"> • Reconciliation report, control sheet leave valuation, gratuity, YTD details, PF/EPS reports <p>Bank reports:</p> <ul style="list-style-type: none"> • Bank Transfer, Bank funding, NPS contribution file

Complete Attendance module	<ul style="list-style-type: none"> ● Shift management & Rotation policy ● Roaster Attendance Option ● Employee/category wise attendance policies configuration ● Complete work flow wise policy configuration ● Attendance application facility ● Attendance Machine Integration option ● Attendance Regularization ● Online Attendance ● Attendance through Mobile App with GPS Capture ● Submit Attendance through Excel Sheet including Full Day, LOP, CL, PL, SL, Late LOP, Week off, Holiday, Overtime, Half day, etc. <p><u>REPORTS:-</u></p> <ul style="list-style-type: none"> ● Daily Detail Attendance Report, Monthly Detailed Report, In-out Activities Report (Statutory reports, schedule reporting option) <p><u>STATUTORY REPORTS:-</u></p> <ul style="list-style-type: none"> ● Muster Roll Form 16, Form 28
Complete Leave module	<ul style="list-style-type: none"> ● Leave Policy ● Leave application and approval ● Check leave balance (opening/closing) ● Leave Calendar <p><u>REPORTS:-</u></p> <ul style="list-style-type: none"> ● Leave Balance Report, Leave Monthly Aailed Report, Leave Application History, Schedule leave reporting, etc.
Employee Self Service	<ul style="list-style-type: none"> ● Employee Login feature for Software and Mobile Application
Letter & Memo generation	<ul style="list-style-type: none"> ● Multiple generate letter as per client's format, Bulk letter/memo generation ● Direct email to employee option with digital signature ● Statutory Form 11, 19 & 10C
Document Management	<ul style="list-style-type: none"> ● Save documents with expiry date & set reminder before date
Asset Management	<ul style="list-style-type: none"> ● Allocate employee wise asset, record of existing assets, basic stock report
Performance Management System	<ul style="list-style-type: none"> ● Creation of Goals Master/ KRA- KPI ● Review Cycle ● Ratings up to 4 Managerial Level ● Linked with Payroll Module <p><u>REPORTS:-</u> Performance Review Report, MIS Report, etc.</p>
Training Management	<ul style="list-style-type: none"> ● Training Application ● Creation of Training Budget ● Creation of Training Program ● Invitation to Participation for Training ● Feedback Questionnaire <p><u>REPORTS:-</u> Comparison of Training Budget with Actual Expenses, Feedback Report, Training Attendance Report, etc.</p>
Recruitment Management	<ul style="list-style-type: none"> ● Integrated with Website's Career Page ● Create Jobs/ Openings ● List of Openings ● List of Candidates ● Interview Scheduling ● Interview Feedback ● Filter CV Stage wise, Experience wise, Skills, etc.
On Boarding	
Dashboard and Reporting	
Travel, Claim & Reimbursement Management	<ul style="list-style-type: none"> ● Travel, Claim & Reimbursement policy ● Travel, Claim and Reimbursement Application ● Mileage Related Claim Application ● Customizable Workflow for Approval ● Payment Batch <p><u>REPORTS:-</u></p> <ul style="list-style-type: none"> ● Claim Entitlement Balance, Advance Analysis Report ● Travel and Claim Detail, Payment Report, Pending Application Reports

Mobile App	<ul style="list-style-type: none"> ● Attendance Punch with GPS capture ● Attendance Application ● Leave Application ● Travel, Claim & Reimbursement Application ● Approvals of all Applications ● Payslip download option ● Income tax computation statement download option ● Documents attachment Option (PLUG ME)
------------	--

3. PRE-QUALIFICATION CRITERIA

The bids of only those firms/companies will be considered, which satisfy the following eligibility criteria:

- i. The firm/company should possess a minimum 5 years of experience in the field of software application development.
- ii. The firm/company should possess past experience in providing software solutions to at least 3 Govt. organisations/ department/ semi-Govt. agency/ Govt. society, etc.
- iii. The firm/company should have office local representative/ reseller/ technical or training support team in Guwahati.
- iv. The firm/company is required to have Income Tax Permanent Account Number (PAN).
- v. The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per **Annexure-II**.

4. TIME PERIOD FOR ENGAGEMENT

The SaaS based HRIS will be initially subscribed for a period of 1 (one) year. The selected HRIS may be re-subscribed up to maximum period of 2 (two) years on annual basis depending upon satisfactory performance and desired result based output of the HRIS in the previous year.

5. PAYMENT TERMS

- i) Invoice should be raised in duplicate in favor of the State Mission Director, ASULMS, Dispur, Guwahati, Assam.
- ii) Payment for monthly subscription fee will be made for 3 (three) months in advance against receipt of invoice in duplicate as First Installment. The payment for another 6 months as Second Installment will be made after HRIS is set-up, integrated with biometric devices is completed by the service provider in various Mission Management Units (MMU) and completion of the first 1 (one) months of service of the HRIS after set-up and integration with biometric device. The payment for the remaining 3 (three) months as Third Installment will be made after completion of the first 3 (three) months of service of the HRIS after set-up and integration with biometric device.
- iii)Payment for One Time Set-up Charges, Attendance Integration Charges and any other one-time charges will be made after signing of contract between ASULMS and the service provider.
- iv) Statutory Taxes / GST, etc. if any, will be deducted/ paid extra at prescribed rate during the contract period.
- v) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payment made by Office of the State Mission Director, ASULMS, Dispur, Guwahati, Assam to the Service Provider.
- vi) All payments will be made by ASULMS only after submission of Bill/Invoice by the Service Provider.
- vii) The Service Provider will provide the required service as per the highest quality standards and in case of any lapse found, the concerned firm/company shall be held responsible. In case of breach, State Mission Director, ASULMS will be free to impose penalty at the rate of 5% deductible from the quoted rates. In case of repetition, State Mission Director, ASULMS reserves all rights to terminate the empanelment/contract. Failure of service and negligence shall be measured in terms of the following:
 - a. Not providing accommodation and services as per the contract;
 - b. Any other matter which is an act of negligence or breach of ethics by the firm/company providing the HRIS.

6. OTHER GENERAL TERMS

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- ii) Please ensure that date of establishment of registered office, branch office, details of proprietor/ partners/ authorized representatives into the firm should be invariably indicated in the application.
- iii) The features of HRIS mentioned in this document is only indicative only and actual features will be decided with approval of competent authority.
- iv) All submitted documents should be signed by Proprietor / Partner/ Authorised Representative with his/her name and under the seal of the firm.
- v) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- vi) No proposal shall be entertained in joint venture/Consortium.

7. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION

- i) Copy of Income Tax Return for the AY 2013-14, 2014-15 and AY 2015-16;
- ii) Copy of Annual Accounts (balance sheet and profit & loss account) for last 3 years;
- iii) Details of past experience in similar assignments for executing assignments of similar nature.
- iv) The contact person(s) in the firm/company along with their contact particulars must be provided.
- v) Copy of partnership deed/ registration/ incorporation certificate of the firm/company.
- vi) Copy of PAN card and GST registration number of the Firm.
- vii) List of branches/ offices in or in any state nearby Assam of the firm/company.
- viii) Certificate of No Blacklisting as per *Annexure-II*.

8. SUBMISSION AND EVALUATION OF THE EOI

- a) All costs and expenses associated with submission of EoI shall be borne by the applicants submitting the EoI and ASULMS shall have no liability in any manner in this regard or if it decides to terminate the process of empanelment for any reason whatsoever.
- b) **Annexure-I** duly filled along with all supporting documents duly signed with Seal of the proprietor/ partner/ authorized representative and should be submitted in a sealed envelope superscribed as “Annexure-I Submission of EoI”.
- c) **Annexure-II** duly filled Self Declaration of Blacklisting and sealed in an envelope superscribed as “Annexure-II Self Declaration of No Blacklisting”.
- d) The above two envelopes containing **Annexure I** and **Annexure II** should be placed in one covering envelop, sealed and superscribed as “**EoI for SaaS based HRIS**” and should reach the following address on or before 10.10.2017.
- e) EoI received after due date and time will not be entertained under any circumstances.
- f) The EoI should not contain any indication of price offered; else it will be rejected.
- g) The ASULMS reserves the right to issue Request for Proposal to such of those consulting firms it deems eligible and qualified.
- h) Applicants will be advised about shortlisting of their EoIs or otherwise. However, applicants will not be provided with information about comparative position of their EoIs with that of others.
- i) ASULMS may choose from EoI respondents to bid for the consecutive RFP or may float a totally new RFP.
- j) ASULMS shall have the right to cancel the EoI process itself at any time, without thereby incurring any liabilities to the affected applicants. Reasons for cancellation, as determined by ASULMS in its sole discretion include but are not limited to, the following:
 - a. Services contemplated are no longer required.

- b. Scope of work not adequately or clearly defined due to unforeseen circumstance and/or factors and/or new developments.
- c. The service is not in the best interest of ASULMS.
- d. Any other reason.

State Mission Director,
Assam state Urban Livelihoods
Mission Society, O/o the Director of
Municipal Administration, Near
APRO, Ganeshguri, Dispur,
Guwahati- 06

EoI FOR PROCUREMENT OF SAAS BASED HRIS for
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY
(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

(ON THE LETTER HEAD OF THE FIRM/COMPANY)

To,
State Mission Director,
Assam state Urban Livelihoods
Mission Society,
O/o the Director of Municipal
Administration, Near APRO, Ganeshguri,
Dispur, Guwahati- 06

Sl. No.	Particulars	Details to be Furnished
1	Firm/ Company Details	Name & address of the firm
		Name & Address of the Proprietor/ Partner/ authorized representative
		Telephone Number with STD code
		Mobile No.(s) of Proprietor / Partners/ authorized representative
		Official E-mail ID of the Firm
		(Submit copy of supporting document regarding address of the firm)
2.	Pre-qualification Criteria	
a)	The Firm/ Company is required to have Income Tax Permanent Account Number (PAN)	PAN number of the Firm (Submit Copy)
b)	Numbers of Staff/ Interns and other staff on payroll of firm	Detail of staff designation and job roles
c)	The firm/company or any partner/ board of directors of the firm/company should not be black listed	Submit self declaration Certificate as per Sub-Annexure-II
d)	No. of experience in the field of software application, mobile application development, etc. especially in Govt. / Mission environment.	Yes / No and no. of years to be mentioned. (Proof of experience to be submitted)
e)	Overall experience in executing software application, mobile application development projects.	Yes / No and no. of years to be mentioned. (Proof of experience to be submitted.)
3.	Please enclose last three years copy of IT return / acknowledgement	2013-14 2014-15 2015-16
4.	Please enclose last three financial years copy of annual accounts (balance sheet and profit & loss account)	2013-14 2014-15 2015-16

I/ We hereby certify that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, ASULMS will be at liberty to reject the proposal/work awarded to this Firm/ Company.

Signature:
Name:
Designation:
Date (with OFFICE SEAL):

SELF – DECLARATION – NO BLACKLISTING
(ON THE LETTER HEAD OF THE FIRM/COMPANY)

To,
State Mission Director,
Assam state Urban Livelihoods
Mission Society,
O/o the Director of Municipal
Administration, Near APRO, Ganeshguri,
Dispur, Guwahati- 06

Sir,

In response to the Expression of Interest (EoI) dated _____ for selecting SaaS based HRIS for Assam State Urban Livelihoods Mission Society, I/ We hereby declare that presently my/our firm/company, _____, is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government.

I/We further declare that presently my/our firm/company, _____, is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any Central/State Government/Public Undertaking/Govt. entity/Institute on any account on before the date of EoI Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our eligibility/ contract may be cancelled/ forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you.

Yours faithfully,

Signature _____

Name _____

Seal of the Firm/Company _____

Place _____

Date _____