



Date: 09-01-2025

## TENDER

Tenders are invited from eligible, experienced, and reputed vendors for the **procurement, implementation, and support of an Integrated Human Resource Management System (HRMS)** for our organization. The proposed HRMS should comprehensively cover **HR, Attendance, and Payroll Management** with web-based and mobile-enabled solutions.

### Scope of Work / Required Modules & Features

#### A. Human Resource Management (HRM)

- Employee Information Management
- Attendance & Leave Management
- Geo-tagged & Geo-fenced Attendance
- Selfie-based Attendance
- Biometric Device Integration (*Optional*)
- Individual Roles & Permissions
- Team Management
- Asset Management
- Policy & Document Storage
- Yearly Holiday & Working Calendar
- Overtime & Incentives Management
- Export of reports/charts to Excel, Word & PDF

#### B. Payroll Management

- Payroll & Attendance Cycle Creation
- Salary Structure & Breakdown
- PF & ESI Calculations
- Stop Payment Facility
- Arrear Calculations (Increment, Attendance, Leave, etc.)
- Ad-hoc Payments (Variable Payments/Deductions)
- Leave Encashment, Loans & Advance Management
- Off-cycle Payment Facility
- Bonus / Incentive Calculations

### Commercial Terms & Conditions

1. **25% of the total contract value will be under hold as Caution Money**, which will be released after the successful running of the system. It is the sole discretion of the organization to determine the tenure of contracts.
2. After finalization of the vendor, a **demo / trial version** of the shortlisted HRMS software must be provided.
3. The **final purchase decision will be taken only after successful running** of the demo/trial version.

### Submission Details

- Interested vendors are requested to submit their **technical and financial bids** on or before **19-01-2025**.
- Bids must be sent via email to:  
[info@calcuttarescue.org](mailto:info@calcuttarescue.org)  
[topsiasp@calcuttarescue.org](mailto:topsiasp@calcuttarescue.org)

The organisation reserves the right to **accept or reject any or all tenders without assigning any reason**.