Sub.: Quotations for "Pay Roll Software"

Sealed quotations are invited from reputed Pay Roll Software Companies for purchase of "Pay Roll Software" having features as per **Annexure-1**

Rates of pay roll software should be separately quoted for offline mode & online (cloud) mode in **financial bid as per Performa enclosed.**

The quotations must reach the office of the **Principal, Motilal Nehru College, Benito Juarez Road, New Delhi-110021** through registered/speed post or dropped in Quotation Box available in the Principal room latest by 03.02.2017 upto 11.30 A.M. Quotations received after due date and time shall be rejected outrightly. The College shall not be responsible for any postal or transit delay. Incomplete quotations will be rejected straightway. The envelop containing the quotation should clearly be mentioned **"Quotation for Pay Roll Software"**.

Quotations will be opened on 03.02.2017 at 12.00 Noon Bidders are requested to be present at the time of opening of quotations.

Note: Purchase order will be given to the bidder only after satisfactory demonstration of pay roll software on mutually agreed date & time.

The following documents must be enclosed with the quotations:-
1. Details of Company profile.
2. Copies of PAN, Service Tax Number & TIN Number of the Company
3. Copy of satisfactory report from previous buyers.

Officiating Principal

FEATURES OF PAY ROLL SOFTWARE AT MOTILAL NEHRU COLLEGE

1. **Pay roll software should be multi-user and based on 6th CPC / 7th CPC recommendations**
2. **Salary & Pension Components/Heads & some misc. features**
   - Flexibility to add n number of Earning/Deduction Components
   - Components should be fixed or formula base.
   - Calculation should be based on Attendance.
   - Option should be available to hold or freeze salary in case of termination of employee / Dues not clear in case of resignation.
   - Pay slip should be sent on e-mail ID of employees through single click and the same should be password protected.
   - Pay slip should be printed for groups or for selected employees.
   - Lock month facility should be available to avoid changes in processed data.
   - Supplementary payments option should be available.
   - Monthly payments register with consolidated summary sheet of earnings & deductions components.
   - Yearly payment register of individual employee should be prepared.
3. **Arrears**
   - Arrears calculation option should be available for Earnings & Deduction heads with filters.
   - Automatic arrear calculation for different periods/fraction of periods/on the basis of attendance.
4. **Tax Deduction at Source (TDS)**
   - Quarterly TDS return of salary (24Q) should be filled directly from pay roll software without any manual entry in the Income Tax Department.
   - Automatic calculation of TDS on the basis of investments.
   - Able to generate TDS Projections.
   - Yearly Form 16 should be generate
5. **Employee Management**
   - Support to unlimited number of employees in single company
   - Employee details should easily be maintained like (Name, Designation, Department, Category-Teaching/Non Teaching) with Master details, personal details, PRAN number, bank account details and educational qualifications also.
6. **GPF / CPF**
   - Calculation of Employee & Employer part during salary processing.
   - PF Loan(Refundable/Non refundable) entry to be made
   - Automatic recovery to be made for Refundable loan and freeze automatically after completion of recovery.
   - Yearly PF Statement Sheet / Summary should be prepared.
   - Automatic interest calculation for GPF/CPF
7. **New Pension Scheme (NPS)**
   - Calculation of Employee & Employer part during salary processing.
   - Facility should be available for auto generated FVU file for deducted amount of NPS and also direct upload the same on www.npscra.nsdl.com
8. **Loan / Advance**
   - Facility to add any number of user defined Loan and Advances
   - Automatic recovery of Loan/Advances instalment amount in salary processing.
   - Automatic interest calculation for Loan/Advance
   - Freeze of instalment after complete recovery automatically.
9. **Report Writer**
   - Retrieval of bank statement in **Excel Format** to pay the salary & pension through NEFT/RTGS mode.
   - Report writer option should be available to Add/Modify reports as per user requirements.
   - All heads should be available in the report.
   - All output reports should be on screen, printer, MS Word,MS Excel & PDF.
10. **Any other feature**
    - As and when required

(ON COMPANY'S LETTER HEAD)

FINANCIAL BID FOR "PAY ROLL SOFTWARE" AT MOTILAL NEHRU COLLEGE

Dated:................

S.No.	Particulars	Rates (for offline mode)	Rates [for online (Cloud) mode]
1.	Pay roll software with all features mentioned as per Annexure-1	Rs.......................	Rs.....................
2.	Taxes as applicable	Rs.......................	Rs.....................
	Total	Rs.......................	Rs.....................
3.	**AMC covered**		
4.	**Yearly AMC Charges after expiry of AMC covered**		

Note: Any terms & conditions of the Company may please be mentioned below:-

(Authorised Signatory)