



Agricultural and Processed Food Products Export Development Authority
Ministry of Commerce & Industry,
3rd Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg,
New Delhi-110016.

Website: www.apeda.gov.in

CPP Portal Tender ID: 2019_APEDA_403958_1

30th January 2019

Tenders are invited from reputed firms for implementation of payroll software in APEDA

The Agricultural and Processed Food Products Export Development Authority (APEDA) presenting the tender for implementation of payroll software in the organization at APEDA HQ, Delhi Office.

Reference	APEDA/IT/2017-18/PAYROLL
Date of Publishing	[30 th January 2019]
Last Date and Time for receipts of offers	[14 th January 2019] upto 4.00 P. M.
Address of Communication	Deputy General Manager (C&I), APEDA, 3 rd & 4 th floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi. -110016
Email address	[sudhanshu@apeda.gov.in]
Contact Telephone Numbers	[011-26513204]
Offers to be given to	Deputy General Manager (C&I), APEDA, 3 rd & 4 th floor, NCUI Building,3, Siri Institutional Area,August Kranti Marg,New Delhi. -110016

The details are given below:

General Eligibility, Functional Requirement, General Terms and Conditions, the formats and pro-forma for submitting the offer are described in this document and it's Annexure.

DGM(C&I)
APEDA

About APEDA

The Agricultural and Processed Food Products Export Development Authority (APEDA) was established by the Government of India under the Agricultural and Processed Food Products Export Development Authority Act passed by the Parliament in December, 1985. It is an Autonomous body under the Ministry of Commerce and Industries, Govt. of India is mandated for development of export of Agricultural and Processed Food Products from India. It's Head Office is at New Delhi and five Regional Offices in different parts of the Country. The Authority is headed by a Chairperson.

APEDA has been actively engaged in the development of markets besides upgradation of infrastructure and quality to promote the export of agro products. In its endeavor to promote agro exports, APEDA, under its Plan Scheme titled 'Agriculture Export Promotion Scheme of APEDA' provides financial assistance to the registered exporters under sub-components of the Scheme - Market Development, Infrastructure Development, Quality Development and Transport Assistance

Quotation for Payroll Application Software

Quotations are invited from well experienced firms for implementation of customized application software of payroll as per seventh pay commission in APEDA. The functional requirement gives the detailed requirement of payroll application software.

The bidders are required to submit the response mentioned in Annexure 1 will all necessary attachments. Failure to conform to any condition will render the bids being treated as non-responsive.

General Eligibility conditions

Bidder Companies shall have the following minimum qualifications:

S No	Eligibility Criteria	Duly sign and stamp Copy of Supporting Document Required	Yes / No and Deviation, if any
1	Must be a registered business entity/service provider. Registration no. of TAN/Direct tax/Income tax/Trade Tax/VAT/GST, etc.	Company Incorporation Certificate or Registration Certificate PAN Card & GST Registration Certificate	

2	A minimum of 5 years' experience in software application development & implementation of Payroll application software	Attached experience certificates	
3	Three Project Implementation with Work Order and Job Completion Certificate	Copies of at least three documents / work orders of Implementation of Payroll Software deployment in any Govt. or PSUs organization	
4	A turnover of minimum Rs. 25 00,000/- (Rupees Twenty Five Lakh only) during the preceding financial year i.e. 2017-18 for Software Application Development & Maintenance. (Attach CA Certificate)	Certificate from the Chartered Accountant of the Organization. Audited Balance sheets for last three years.	
5	A self-certified undertaking to be submitted mentioning that they have never been blacklisted by any Government organization and the same is not applicable as on date.	Letter of undertaking on company letter head with authorized signature	

Functional Requirement OF Payroll Application Software:

The payroll processing application shall have the following functional capabilities like:

1. Payroll Application Software shall be as per the Seventh pay commission of Govt. of India.
2. Provision will be provided in the system to capture Employee Category wise pay structure.
3. Provision shall be provided in the system to define, add and modify the earnings (BP, DA etc.) and deductions head (GIS, EPF, Income taxes etc) in the pay bill structure of an Individual Employee, Group of Employees and Employee Category wise.
4. Facility to be provided to define different Advances, Loan types in the system. Provision to be provided to generate the report of the complete disbursement schedule of the Loans and Advances from the system. System

- should be capable to deduct the advances and loans from the pay bills of an Individual Employee, Group of Employees and Employee Category wise.
5. Provision should also be provided to add IT Savings in the system of an Individual Employee wise. System should be capable to generate the Form 16 of an individual employee.
 6. System should also be capable for capturing and importing existing old data of employees like BP, loans, advances etc.
 7. System should be capable for processing of Salary Heads like GIS, EPF etc. with all deduction details of each employee with Net Total. Processing of these heads too voucher generation and NEFT to the respective organization.
 8. Consolidated Pay bill will be passed in to multiple stages like Preparation, Checking, Generation, Modification (If required), Verification and Voucher Generation of Monthly Salary Bill. The data in the required format for bank will be automatically from the system. NEFT of monthly salary bill.
 9. Provision to be provided in the system to view the salary slip of an individual employee. An interface shall also be provided in which the Employee will also be able to view their salary slip. Provision to generate the salary slip of employees in the required format.
 10. Provision shall be provided in the system to define, add and modify the pay structure and other details of employees.
 11. Implementation of Payroll Software Application includes, deployment of application software, integration with existing application or data porting into payroll application software and end user training.

GENERAL TERMS AND CONDITIONS

- a) The Bidder requiring any clarification of the bidding documents should submit specific written queries (to be emailed to harpreet@apeda.gov.in) on or before the dates mentioned elsewhere in this document. Queries received after the scheduled date and time will not be responded.
- b) Subcontracting is not allowed as per the scope of the work.
- c) The bidder shall bear all the costs associated with the preparation and submission of the bid and The APEDA will in no case be responsible or liable for those costs, regardless of the conduct or the outcome of the tendering process.

- d) The Competent authority reserves the right to accept or reject any quotations without assigning any reasons.
- e) APEDA reserves the right to accept or reject any or all Bids without assigning any reason thereof and APEDA's decision in this regard will be treated as final. Bids may be accepted or rejected in total or any part or items thereof. No contractual whatsoever shall arise from the Tender process unless and until a formal contract is signed and executed by duly authorized.
- f) Any Bid not containing sufficient information, in view of APEDA, to permit a thorough analysis may be rejected.
- g) Offers received after the date and time specified for receiving the offers are liable for rejection. Bids sent by fax or e-mail will not be considered for evaluation.
- h) The APEDA shall have the right to reject the bids not submitted in the prescribed format or incomplete in any manner.
- i) APEDA is not responsible for non-receipt of bids within the specified date and time due to any reason including postal delays or holidays.
- j) The APEDA also reserves the right to alter/ modify any/ some/ all of the requirements, as it may deem necessary, and notify the same on its website www.apeda.gov.in before the last date for submission of response under this Tender. The Bidders should be agreeable for the same.
- k) Bids not conforming to the requirements of the Tender may not be considered by APEDA. However, APEDA reserves the right, at any time, to waive any of the requirements of the Tender, if in the sole discretion of APEDA, the best interest of APEDA be served by such waiver.
- l) Bidders who do not meet the technical criteria stipulated by the APEDA will not be considered for further evaluation.
- m) APEDA shall have the right to cancel the Tender process at any time prior to award of contract, without thereby incurring any liabilities to the affected Bidder(s). Reasons for cancel
- n) The bidder must download the tender documents from APEDA website & CPPP portal before the last date and time of tender document in order to bid for this tender.

Instruction to Bidders

Bid must be submitted in sealed envelopes, at the same time, giving full particulars at the APEDA's address given below on or before the schedule given above. Envelopes should be securely sealed, numbered and stamped. Deputy General Manager (C&I), APEDA, 3rd & 4th floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi. -110016
Envelopes must be super scribed with the following information –

- Tender Number
- Due Date
- Name of Bidder
- Name of the Authorized Person
- E-mail ID of the authorized person to contact.
- Mobile Number
- Correspondence Address

All schedules, Formats and Annexure should be stamped and signed by an authorized official of the bidder's company.

The decision of the competent authority will be final and binding.

TERMINATION FOR DEFAULT

APEDA may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Service provider, terminates this contract in whole or in part.

- a) if the vendor fails to deliver any or all the goods/ services within the time period (s) Specified in the contract, or any extension thereof granted by the Purchaser
- b) If the vendor fails to perform any other obligation(s) under the contract; and
- c) If the vendor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the Purchaser may authorize in writing) after receipt of the default notice from the Purchaser.

TERMINATION FOR INSOLVENCY

APEDA may at any time terminate the Contract by giving written notice to the Vendor, without compensation. If the Vendor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will

not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the APEDA.

REFERENCE CHECKS

Vendors are required to provide a minimum of Two-reference site in Delhi or Anywhere in India. All the details of reference sites requested for in Annexure 3 should be provided along with the names and contact details of persons who will be available for discussions. The APEDA, at its option, will contact these reference sites to obtain information.

Governing Law & Jurisdiction

All disputes will be under the Jurisdiction of the Courts in Delhi only.

**Last date for submission of Quotation is 14th February, 2019 till 1600hrs.
Super scribe the envelope with “Quotation for Payroll Application Software”
and drop it in the Tender Box at APEDA.**

The complete application should be addressed to:

DGM (C&I Division)
Agricultural and Processed Food Products
Export Development Authority (APEDA)
(Ministry of Commerce and Industry, Government of India)
3rd Floor, NCUI Building, 3 Siri Institutional Area,
August Kranti Marg, New Delhi-110016

Quotation Format

S.NO.	COMPONENT	COST OF COMPONENT IN RUPEES
1	One Time Software Cost Including Implementation& Customization Charges(inclusive of taxes)	
2	AMC Charges(inclusive of taxes)	
4	Total cost (inclusive of taxes)	

Annexure 2

Vendor's Details

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

Sr. No	Details
1	Name of Company
2	Mailing Address
3	Telephone and Fax numbers
4	Constitution of the Company
5	Name and designation of the person authorized to make commitments to the "APEDA"
6	Email Address
7	Year of commencement of Business
8	Turn Over of the company (not of group) for the year 2014-2015, 2015-2016 2016-2017
9.	GST Number
11.	TAN / PAN Number

Annexure 3 –

Details of Track Record (Past Implementation of Payroll Software)

Name of the Vendor _____

Name of the Client

Details:

(Cost of Payroll Software& AMC)

Contact person

- Name
- Tel. No.
- Fax No.
- Address

Signature / Stamp of the Vendor

Date: _____

Place: _____