

**LETTER OF ENQUIRY**

Dear Sir

**Subject : - Enquiry to engage the agency to Design & develop of HRMS with HLPFPT job Portal and Payroll under PPSA- UP Project.**

**Hindustan Latex Family Planning Promotion Trust (HLPFPT)** is a not-for-profit trust promoted by HLL Lifecare Limited, a Government of India enterprise under the Ministry Health & Family Welfare (MoHFW).

HLPFPT is inviting proposals from eligible firms (hereinafter Bidders) for "Rate for Designing and Develop of HRMS with HLPFPT job Portal and Payroll under PPSA- UP Project" as per details, terms & conditions are given below:

S.No	Particular	Work Description	Qty. Per Pcs.	Rate (Rs.) (Inclusive Taxes)	Total Cost(Rs.) (Inclusive Taxes)
1	HRMS & Payroll Software	Design and development of HRMS with HLPFPT job Portal and Payroll As per scope of work( Annexure - 1)	As per attached Scope of work		

- i. Hard copy of the quotation should be made on your letterhead and shall submit to address given below latest by 25<sup>th</sup> September 2023.

**Procurement & Commercial Division**  
**Hindustan Latex Family Planning Promotion Trust (HLPFPT)**  
 B-14A, Second Floor, Sector-62  
 Gautam Budh Nagar , Noida-201307  
 T: +0120-4673600

**Terms & Conditions:**

- The Rate must be inclusive of all Taxes and other charges etc. No escalation in the prices will be allowed once the prices are fixed and agreed to by the HLPFPT and the selected bidder.
- The quoted rate should be valid minimum three months
- The bidder must have PAN (Permanent Account Number) & GST Registration Certificate.
- The quoted rates should be strictly as details shared in this document, no deviation at later stage shall be entertained.
- HLPFPT reserves the right to cancel this LOE any time or at any stage without any reason / notice to the vendor or change/add any terms and conditions of the LOE by issuing addenda/corrigenda and communicating the same to vendors through email.
- HLPFPT reserves the right to extend the dates for submission of any and all responses to this document.



7. The agency shall be able to design and develop of HRMS with HLPPT job Portal and Payroll as per enclosed Scope of work (Annexure - 1).
8. Installation of HRMS with HLPPT job Portal and Payroll shall be done in a month from the date of issue work order.
9. The selected agency would be required to provide demo after installation as a proof of proper installation & functioning.
10. All source Code created for development of Software solely to HLPPT and cannot be used by anyone else in any way, shape & form.
11. Agency will be required to provide online support through any Desk, Team viewer etc.
12. Agency will be required to provide Free App Maintenance over currency contract.
13. Prompt action to be taken towards support in case of any query raised/intimation by HLPPT.
14. The agency will be responsible for compliance of all the applicable laws and obligations arising out from the action of providing the services. Then Agency shall undertake to indemnify the HLPPT for any liability under any Law arising our while providing the service as per content.
15. HLPPT management reserves the right to change (*increase or reduce*) the numbers as per project requirement.
16. HLPPT reserves the right to cancel this LOE any time or at any stage without any reason / notice to the vendor or change/add any terms and conditions of the LOE by issuing addenda/corrigenda and communicating the same to vendors through email.
17. HLPPT reserves the right to extend the dates for submission of any and all responses to this document.
18. HLPPT reserves the right to reject conditional offers and expects compliance with all applicable laws.
19. **Documents required to release the payment:**
  - a. Bill / Invoice mentioning Permanent Account Number and GST Registration No.
  - b. Documentary proof of the deliverables as per Work order duly certified by authorized HLPPT Representative.


**Payment Terms**

- i. TDS will be deducted as per applicable income tax law.
- ii. The payment will be done through Local Cheque / NEFT/ RTGS, Payment will be made in 45 days from the submission of invoice (On Completion of Work) .
- iii. All the payment will be released after submission of certified invoice and verification of the work from the authorized representative of HLPPT.

Thanking You.

Regards,



  
**Beena Dewivedi**  
**Hindustan Latex Family Planning Promotion Trust**  
(A trust promoted by HLL Lifecare Ltd.)  
B-14A, 2nd Floor, Sector 62, Noida, UP 201301  
Phn: 0120-4673600  
Website: [www.hlfppt.org](http://www.hlfppt.org)

# **HRMS & Payroll Software**

## **Aim: Design and development of HRMS with HLPPT Job Portal and Payroll**

### **Scope of work**

#### **Employee Android App Module After On roll:**

1. Employee Login using ID password
2. Employee App Dashboard with quick access for My Leaves, My Attendance, Holiday calendar, Learning center, My performance, Expenses, Directory and Payroll.
3. Employee can apply leaves using app and also check status of leaves in My Leave listing page
4. In My attendance: Employee can see attendance history with date filter also employee can do daily check-in and check-out using this app.
5. Employee live location will capture along with Facial recognition and Geo verification.
6. In Holiday calendar: Here Employee check full year calendar with applicable leaves.
7. In Learning center: Some Training video will listed here for Training and skill development, Demonstration video and others for employee to watch online.
8. My performance section: Employee can check work performance report.
9. Manage expense and upload for approval to reimbursement and History .
10. In directory Option we will show all management and corporate team head contact details.
11. In payroll: check salary credit history, Payment deductions list, Payment slip download option.
12. My profile
13. Notification center
14. Logout

#### **Job Portal Panel Module for job Listing for Candidates:**

1. Attractive Job Listing page with Filters as Location, Job Type, Job Category
2. Candidate can select Jobs as per requirement and check job in details on Job Detail Page.
3. Candidate can Apply job direct from Web page by Clicking Apply Now

4. When Candidate click on Apply job page, Candidate can fill all information and attach cv with Details then submit.

## Candidate KYC and assignment web panel login:

1. Candidate Login using registered email id and get OTP on mail to verify.
2. Attractive dashboard with option like Job Assignment, Basic information about HLPPT and assignment option will show
3. When assignment done instant result will show on screen, candidate can retake test or submit for next step of hiring.
4. Candidate can complete self-profile and Upload KYC documents by self .

## Interviewer Web Panel Module:

1. Interview Login using registered email id and get OTP on mail to verify.
2. Attractive dashboard with option like Today Interview, Upcoming Interview, Update feedbacks and Approvals
3. Show all available today interview and join virtual or physicals as per interview availability.
4. Share approvals of interview acceptance.
5. Share Feedback for Interviews to HR team.
6. Manage Profile
7. Logout

## Admin Panel and Sub admin access Module:

1. Start by Login using ID password with OTP verify
2. Welcome App Dashboard with quick access for Applied Leaves, Today Attendance, Today Job Applicant, Today Interview Scheduled, Today Joining, Today Reliving, Payroll and much more.
3. Location Master Add | edit | Delete |List
4. Job Type Master Add | edit | Delete | List
5. Designation Type Master Add | edit | Delete | List
6. Holiday calendar Configuration
7. Shift type Master Add | edit | Delete | List
8. Project Master Add | edit | Delete | List
9. Manage shift timings Master Add | edit | Delete
10. Job category Master Add | edit | Delete
11. Job category based Question answer setup with description Add | edit | Delete

12. About HLPPT Master Add | edit | Delete
13. MCQ setup about HLPPT for candidates Add | edit | delete
14. Job creation Add | edit | Delete
15. Approval of Jobs and then publish on portal option
16. Candidate Application list with Add Candidate option
17. Add Candidates with reference option.
18. Candidate Shortlisting based on skills, and pre-qualification test.
19. Schedule candidate interviews and attach Interviewers - send invitation too.
20. Take reviews and feedback of candidate after interviews in system individually.
21. Schedule interview with CEO sir and take feedback for same.
22. Short list candidate for Hiring, wait list for selection process.
23. Candidate on boarding process
24. Define salary structure and PF or Deductions
25. Offered candidate list
26. Hired Candidate List with filter
27. Job archived option for save job for future uses.
28. Candidate KYC documents verifications
29. Candidate profile completion and verification
30. Assign project to candidate
31. Salary creations
32. Attendance management system with Bio Metric integration, excel upload, Application based.
33. Salary and payouts upload option
34. Appraisal and promotions management with Approvals letter generation and mail
35. Resignation and termination management with approvals
36. Full and final settlement with Salary slip generation, experience letter generation, termination letter generation option.
37. HR expense management
38. Roll management
39. Assign menu to roll type
40. Set permission of access in system.
41. Manage Profile
42. Send Mail Notifications
43. Change Password
44. Logout