

LETTER OF ENQUIRY

Dear Sir

Subject :- Enquiry for Hiring the agency to develop, implement custom modules under developed HRMS & Payroll and AMC of HRMS Application under PPSA- UP Project.

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is a not-for-profit trust promoted by HLL Lifecare Limited, a Government of India enterprise under the Ministry of Health & Family Welfare (MoHFW), working on the entire spectrum of RMNCH+A (Reproductive, Maternal, Newborn, Child & Adolescent Healthcare), HIV Prevention & Control and Primary Healthcare. . HLFPPT is implementing various Health related projects, TB care Program in various state with the support of NHM, under the MoU between HLL Lifecare Ltd and NHAI as well as various CSR and Skill Program across India.

HLFPPT is inviting proposals from eligible firms (hereinafter Bidders) for "Charges for developing, implement custom modules under developed HRMS & Payroll and AMC of HRMS Application under PPSA- UP Project." as per details, terms & conditions are given below:

S.No	Particular	Specifications	Qty.	Total Cost (Rs.) (Inclusive of all Taxes and other Charges)
1	HRMS- Custom Module Development & AMC (to develop, implement custom Modules and maintaining HRMS Application)	New Module Development <ul style="list-style-type: none"> • Manpower Requisition Workflow • Role- Based Changes in Approval Matrix • Customization in Salary Mapping with Project and Payroll • Leave & Attendance Management • Candidate Interview, application and joining Documentation Maintenance Annual Maintenance Contract (AMC)-12 Months Comprising New Modules as well Other Details as per enclosed Scope of work (Annexure - 1)	01	

Hard copy of the quotation should be made on your letterhead and shall submit to address given below latest by 07th April 2025.

Procurement & Commercial Division
Hindustan Latex Family Planning Promotion Trust (HLFPPT)
B-14A, Second Floor, Sector-62
Gautam Budh Nagar , Noida-201307
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1. 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 HLPPT and the selected bidder.
2. The quoted rate should be valid minimum one year from the submitted quotation.
3. The bidder must have PAN (Permanent Account Number) & GST Registration Certificate.
4. The quoted rates should be strictly as details shared in this document, no deviation at later stage shall be entertained.
5. The agency shall be able to develop, implement custom Modules and maintaining HRMS Application as per enclosed Scope of work (**Annexure - 1**).
6. All source Code created for development of Software solely to HLPPT and cannot be used by anyone else in any way, shape & form.
7. Agency will be required to provide online support through any Desk, Team viewer etc.
8. Prompt action to be taken towards support in case of any query raised/intimation by HLPPT.
9. 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 out while providing the service as per content.
10. HLPPT management reserves the right to change (*increase or reduce*) the numbers as per project requirement.
11. 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.
12. HLPPT reserves the right to extend the dates for submission of any and all responses to this document.
13. HLPPT reserves the right to reject conditional offers and expects compliance with all applicable laws.
14. 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.
15. Agency to provide an undertaking on Company letter head duly signed & stamped as **Annexure - 2(Enclosed)**.

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,




Procurement & Commercial Division
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.hlppt.org

ANNEXURE - 1

Scope of Work

Modification in Manpower Requisition Workflow	
1	MPR Download option with print
2	MPR approval levels management and Setup
3	Replacement MPR Filter and replacement Employees multi addition
4	On Dashboard MPR Status Management
5	Total MPR Created Pending for Approvals Approved MPR
6	IN Replacement MPR Designation and Project name Added as Per discussion
7	Change in MPR listing page

Role-based changes in Approval Matrix	
1	Role Management re structure as per discussion
2	Admin Approval Process and Check list Updating
3	HR Head Approval System with condition revoke privilege management
4	HR Head dashboard design and Development
5	Total Jobs Hiring On going Hiring completed Hiring Overdue
6	Total MPR Approved MPR Pending MPR
7	Total Approval Notes Approved Approval Notes Pending Approval Notes Pending at CEO's Desk
8	Hiring Performance Matrix employee Wise
9	HR Head Approvals Matrix pending Approved (MPR Approval Notes Appointment letter Reference Check)

Customization in Salary Mapping with Projects and Payroll	
1	Salary Setup and validation on basis of projects
2	Salary budget Allocation in projects Changes
3	Payroll Setup with New Changes
4	Employee job type and salary structure changes as per discussion
5	Run payroll with extract excel
6	Attendance Third party integration
7	Attendance App based calculation
8	Leave management and calculations
9	Payment update in payroll

Candidate Interview, application and Joining Documentation changes	
1	Send candidate application form when shortlisting option
2	Get mail alert for candidate to fill application form to start interview process
3	Interview schedule process changes
4	Interviewer have web panel to check interviews Updates Today interview upcoming interview Completed interview
5	Interviewer can assign sub team members on interview and send notification too
6	Interviewer can give rating and feedback in web panel
7	Interviewer can get auto remainder if feedback not submitted over mail

8	Give feedback and rating print option with approval Note generation
9	Changes in approval Note
10	Implement reference check option before send offer letter
11	HR Head have rights to give permission send offer letter without reference check
12	Offer letter notification send to candidate via mail and candidate have right to accept or reject offer letter
13	If candidate Accept Offer letter, then give expected DOJ
14	After get Offer letter confirm system will auto Send Joining kit over candidate mail with upload documents link using candidate panel login
15	Some forms candidate has to fill online by login candidate panel and some documents candidate have to download and fill manually then upload over panel
16	After HR team verify joining kit documents uploaded by candidate, HR go for current employer or reference check verification and approval
17	Without reference check approval HR not able to move on Appointment letter generation
18	Only HR head have rights to give approval for Appointment letter generation and send to candidate
19	Once Appointment letter generated candidate will get over mail with leave policy structure
20	Induction process changes and To be discuss
21	Change in Employee on boarding process

Job posting automation by Naukari API integrations:	
1	Naukari documentation and Planning
2	API integration when job posting in HRMS
3	Job posting system changes as per naukari work flow
4	Job Publish short cut option for already posted jobs in HRMS
5	Unpublish Job posted on Naukari portal
6	Get CV and candidate details via naukari platform
7	CV import option also changed as per requirements

3. Annual Maintenance Contract (AMC)

- **Duration:** 12 Months from date of signing
- **Coverage Includes:**
 - Minor Bug Fixes & Issue Resolution
 - Regular System Health Checks
 - Monthly Preventive Maintenance
 - 15 days Backup and Data Protection Monitoring
 - Support for minor enhancements (within predefined limits)

- Email/Phone/WhatsApp/Remote Support
- One dedicated technical SPOC

4. Technologies Stack

Backend Tech Stack
Backend tech: Node JS
Database: MongoDB
Front End: React JS
Frame work: ExpressJS
Dedicated Server