

Ref no: WEBPAY/18/08

17th Aug, 2018

To,

Subject: Proposal for “Web Based Payroll Management Software - HRMTHREAD”

Our software’s streamline your business process with exclusive features that increase efficiency, improve communications, and enhance performance, allowing you to be more productive, better equipped, at a lower cost.

We value your attention in the services provided by **SYSTECH Softwares Pvt. Ltd.** As per our discussion, please find enclosed the detailed features and costing for “**Web Based Payroll Management Software - HRMTHREAD**”.

Thank you,

Encl: Quotation for above mentioned software.

SYSTECH Softwares Pvt. Ltd.

No. 19/6, 2nd Floor, 10th Cross, Sampige Road, Malleswaram, Bangalore - 560003

Tel. No. 91-80-46522888 Website: www.systechsoftwares.com Email: sales@systechsoftwares.com

CIN: U72200KA2000PTC028027. GSTIN: 29AAFCS4012A1ZV

Proposal for “Web Based Payroll Management Software”

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1. EXECUTIVE SUMMARY

- We have on hand experience of developing and implementing Payroll / HRIS software solutions of more than 15 years. We will leverage this knowledge while implementing this software.
- Analysis of the features and functionality of the proposed software have been done on basis of requirement analysis.

2. SOFTWARE MODULES

Web Based Payroll Management Software

- As per the discussion during demonstration all the reports, summaries, calculations and layout will be provided by your side.

Following are the assumptions on which the software will work:

- The software would reside on a centralized server which would be accessible to all, over the internet / intranet
- The software would be entirely access controlled such that only those users whose names are present in the master would have access to it.
- Each person would be assigned a role, which would decide the kind of access the user would get when he/she logs onto the software.

3. COSTING

3.1 Software Costing

The costing for existing software is as;

Cost Heads	Nature of Charge	Amount (in INR)
HRMTHREAD - One Company -250 Employee License	One Time	Refer Annexure I for details
Implementation Charges for One Company		Included in above cost

+ 18% GST

3.2 Training Costing

Cost Heads	Nature of Charge	Amount (in INR)
Online Software Training to System Administrator and other Executives		Included in above cost
Additional training if required after Six months would be chargeable.	Per day	5,000/-

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Annexure I

	Software	Version	Price
1.	Sensys EasyPAY.Web	<ul style="list-style-type: none"> • Flexible Structure building capability of Earnings & Deductions • Standard Attendance & Leave Management(Month end summary - Excel upload) • Loan And Advance Management • Payroll processing • Bank Transfer • Arrears • Overtime calculation • Bonus Calculation as per the Act • Gratuity Calculation as per the Act • Reimbursement Management • Supplementary Payments • Arrears Calculation • Full & Final Settlement • Statutory PF, ESIC, Professional Tax, MLWF • MIS Reports • User Defined Reports • Income Tax Management • Periodic & master base payroll charts <p><u>HRIS</u></p> <ul style="list-style-type: none"> • Employee general information • Employee induction & exit activity • Employee promotion, transfer, increment with letter generation • Employee salary structure & CTC report • Letter management with Email facility • Employee Assert Management • Organization chat • Head count report • MIS Reports • User Defined Reports 	Rs. 1,25,000/-

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2.	Employee Self Service Module	<ul style="list-style-type: none"> • ESS gives employee direct access to their month end / year end paper work • Each employee is provided with online account • <u>Employee can login & view their</u> <ul style="list-style-type: none"> • Pay slip - Monthly, Cumulative, Yearly • Yearly Salary Register • YTD Salary Sheet • Own salary structure • Leave balance, YTD Leave Sheet 	Rs.20,000/-
3.	Online TDS Declaration	<ul style="list-style-type: none"> • Employee can submit Income Tax Declaration Online • Employee can attached soft copy of his declaration proof. • Income Tax projection report - Projected & Actual Basis • Approval Workflow - Accepted & Rejected Intimation 	Rs.25,000/-
4.	Online Reimbursement Claim	<ul style="list-style-type: none"> • Creation of different reimbursement heads. • Employee can submit Reimbursement claim online. • Employee can attached soft copy of his reimbursement bills. • Reimbursement balance, entitlement, Summary, Ledger • Approval Workflow - Accepted & Rejected Intimation 	Rs.25,000/-
5.	Online Leave Application	<ul style="list-style-type: none"> • Flexibility to Create Leave Application Policy as per company's requirement. • Parameters setting for Leave application. • Different types of leave application like SL, PL, CL, COMP Off, OT, OD, OUT STATION, TRAINING • Attendance regularization for forgot punch card, Late mark wavier, Early departure waiver <ul style="list-style-type: none"> • Can view Leave balance before apply. 	Rs.25,000/-

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		<ul style="list-style-type: none"> • Auto mail initiations by system on apply, approve & reject of leaves to User & HOD respectively. 	
6.	Online Attendance	<ul style="list-style-type: none"> • Facility to capture attendance related data from different sources like swipe card, biometric system. • Manage employee attendance, permission, late coming, overtime, leave, compensator off. • Advanced shift management. • Shift Rotation. • Shift Pattern. • Different parameter setting with different shifts • Attendance Arrears • Flexible reports as needed. • Integration with payroll software. 	Rs. 1,00,000/-
7.	Mobile App	<ul style="list-style-type: none"> • Employee Profile • Daily Attendance Mark-in & Mark-Out. • Attendance with GPS Location tracking. • Apply Leave for On Duty, Overt time, Attendance, where in HOD can approve such leaves on the GO. • Employee can view their payslips details online. • Reminders like Birthday / Anniversary etc. 	Rs.75,000/-

Annexure II

8.	Recruitment Management System	<ul style="list-style-type: none"> • Manpower Requisition Form and related Workflow for approvals • Vacancy Creation and related work flow for approvals • User friendly Resume Database Management • Easy Integration of online Resume Submission by candidate • Search in Resume Database for keywords, Vacancy Requirements • Search inside records, CVs, notes, emails etc. • Review, Shortlist, Tag Candidate Profiles • Schedule Interview Rounds with Automatic alert to Candidates through Emails • Online test for candidate. • Update Interview Results with Automatic alert to Candidates through Emails • Generate Offer Letters to candidates with Automatic Alert to Candidates through Emails • Generate Appointment Letters to candidates with Automatic Alert to Candidates through Emails • Post/View/browse Candidate Details, Notes, Emails, History, CV at simple clicks • Bulk Email to candidates. 	Rs. 125,000/-
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9.	PMS Management System	<ul style="list-style-type: none"> • Company Objectives, Initiatives can be defined • Goals/KRA derived from Company Initiatives can be maintained • Job Description based (JD) based goals are maintained. • Goal sheet allocation for the employees with workflow between manager and employee can be done. • Upon Goal Sheet Approval by employee and manager, goal sheet is assigned to the employee • Employee can regularly keep posting goal progress which is automatically available to manager. • At the appraisal event, managers can view goal sheet achievement and rate the goal sheet. • KRA/ competencies/ QA forms can be designed by the user and can be allotted to employees at the time of appraisal. • Notes can be put in by Managers, dotted managers. • 360 degree appraisal can be achieved where Managers, Subordinates, Peer group, Customers, vendors can rate the employee based on various user defined parameters. • Normalisation of appraisal score can be done by HR if required. • Appraisal result is available at the time for Promotions/increments. • Appraisal is fully automated, user defined and workflow based with email 	Rs. 150,000/-
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		<p>intimations.</p> <p>Not closed Appraisals and conflicts can be tracked.</p>	
10.	Training Management System	<ul style="list-style-type: none"> • User defined Training Course / Course Categories available. • Course Program can be created resulting into Training Schedule for a given Training Year. • Nominations can be done through • Employee can nominate himself online for the training through self nomination. • Manager can nominate his subordinates for the training. • Nomination can also be done due to Training Need Analysis. • Faculty / Coordinator and External Agency masters can be maintained. • While designing Courses, Qualifying Skills, Qualifying Courses, Disqualifying courses, Reading Links etc. can be maintained. • Direct Cost and indirect cost per employee can be maintained. • Employees training cost can be calculated based on the formula. • Trainings Schedule for the calendar is pre-defined and available to the employees online. • After the training, Feedback can be posted by employees and faculty / trainer can also post the rating of the participant employees. 	Rs. 100,000/-

		<ul style="list-style-type: none"> • Date wise Employees / Whole Program Attendance can be maintained easily. • Training Locations, Training Venues, Special Needs during training, Expectation from the training can be defined. <p>On the basis of predefined Priority scheme training program can be allotted for the limited no of seat.</p>	
11.	Exit Management System	<ul style="list-style-type: none"> • Employee can place the request of exit online. • Request can be approved or rejected by the immediate authority • Superiors can input exit requests for their subordinates • Exit request is sent to each concerned department heads for Approval • Department Head can input/track receivables from the employee • Upon clearance from department heads Email intimation to respective authority for their further course of action. <p>Auto transfer of data to Payroll for full & final settlement calculation.</p>	Rs. 50,000/-

COMMERCIAL - TERMS & CONDITIONS

Warranty - Installation & Support

The above comprehensive package price is inclusive of Software Installation & Implementation, Updates & Software support for the period of one year. Thereafter Annual Software Maintenance Charges [ASMC] would be applicable. Details are mentioned below.

Trainings

3 Training sessions of four hours each. This training is provided free of cost within 2 months from the date of purchase. Training if required after two months would be chargeable @ 5,000/- per session of 4 hours.

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Annual Software Maintenance Charges [ASMC] -Scope of Work

- a) 20% of Software cost
- b) ASMC cost has to be paid at the starting of the ASMC period.
- c) ASMC covers unlimited Telephonic, Internet, and Email support for functional assistance during office hours.
- d) Remote desktop support for Technical queries via desktop sharing mechanism through Remote Desktop Sharing Software.
- e) ASMC includes software update as per in changes in PF, ESIC, PT, Income tax Rules & regulations by the government. It also includes free upgrades on software version.
- f) As ASMC is essential for regular Statutory updates, ASMC has to be renewed every year, failing which no updates, telephonic, internet & email support would be given from the date of expiry of the ASMC period.
- g) ASMC shall be revised upwards by 10% every year or as per prevailing inflationary rates whichever is higher.
- h) Additional Service Tax & other taxes if any would be charged on the ASMC amount at the time of billing.
- i) Personal visit if required for training, technical assistance or implementation support would be chargeable at Rs. 5,000/- per visit.

Prices

All charges quoted by SYSTECH Softwares Pvt. Ltd. are inclusive of license fees for granting right to use the software & other activities like implementation, training & updates within warranty period etc.

Please note by offering this license, SYSTECH Softwares is not transferring any rights other than those that allow the client to use the software exclusively for internal needs.

Taxes & Duties

- a) 18% GST would be applicable at the time of Purchase of the Software.
- b) 18% GST would be applicable at the time of ASMC billing.
- c) Any other taxes, if any introduced by the government would be taken in to the account at the time of billing
- d) All taxes have to be paid in advance.

Note: Order once placed cannot be cancelled in part or whole.

Payment Terms

The payment terms for the software & other project development services provided by SYSTECH Softwares are as under:

- 1) All Taxes and 75% Advance on signing of this proposal into a purchase order & balance on completion of project.

Cheque should be in favour of **“SYSTECH Softwares Pvt. Ltd.”**

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DELIVERY SCHEDULE

- Delivery & Implementation will be an ongoing process to commence within 7 working days of receiving the advance payment from the client
- The expected time span required to prepare functional requirement specification is at 10-15 working days from the commencement of the project.
- The expected time span required to implement software is at 60-90 working days from the client acceptance of functional requirement specification.
- The time span to achieve complete stability & function ability is estimated at around 30 working days from completion of implementation.

TECHNICAL SPECIFICATIONS

The application is designed using following technologies

Web Server: IIS

Front end: ASP .Net(C#)

Back end: SQL Server 2008 standard edition & above

Infrastructure Required

Software Requirements

Application Server (For web-modules)

- Windows 2008 onwards 32 / 64 Bit Operating Systems
- IIS 7.0 +
- .NET Framework 3.5
- Internet Connection - 2 MBPS
- Server Access: Desktop sharing of Server through Team viewer.

Client machine (For web-modules)

- Microsoft Internet Explorer 8.0 and above

Database

- • MS SQL Server 2008 and above

Hardware Requirements

Application Server (For web-modules)

- Quad Core Server Grade CPU
- 8GB RAM (12GB recommended)
- 100 GB HDD (200 GB recommended)

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Client machines (For web-modules)

- The software can be accessed from any machine that can run Microsoft Internet Explorer 8.0

Payroll Client Requirements

- Pentium IV and above based computer
- 4 Gb RAM
- 50 GB HDD

Facilities for SYSTECH Softwares at Client Location

Client should appoint an implementation committee/person that will periodically review the progress & the scope of the work.

Client will designate a co-coordinator for this project. Such designated person should be authorized for all approvals sought for finalization of the scope of and completed work.

All approvals or requests for changes should be given within 2 calendar days of submission for approval. In the event that such approvals or request for changes are not given within 2 calendar days then the request or work is deemed as approved

Authorized SYSTECH Softwares employees should be given access to all infrastructure & resources required for the completion of the project. Such infrastructure could be office / factory locations, servers, computers, personnel for interview, test data & acceptance criteria, etc

Invoicing

SYSTECH Softwares will raise invoice at the above-mentioned stages for the appropriate amounts. Client should pay by crossed cheque payable at Mumbai or a draft drawn in favour of “**SYSTECH Softwares Pvt. Ltd.**” Within 7 days thereof. In the unlikely event of delay in receipt of payment by SYSTECH Softwares, SYSTECH Softwares reserves the right to postpone or suspend further work on this project till the payment is received.

Project Order Acceptance & Commencement of Work

Please note that while releasing the order description of services ordered or licenses purchased should be in accordance with & as described in the proposal. SYSTECH Softwares will issue an order acceptance only on the receipt of the firm project job order in conformance with the proposal and any other letter exchanged specifying or modifying terms & a cheque for the advance amount.

The project will commence within the number of days specified in the delivery schedule from the date of order acceptance issued by SYSTECH Softwares. This period is necessary for the mobilization of resources for this project.

Services & Visits outside Mumbai / Bangalore

Client will reimburse traveling expenses, boarding & lodging expenses, out-of-pocket expenses & local conveyance charges incurred by SYSTECH Softwares for outstation visits of its personnel in connection with system study & analysis, installation of application, user-training & implementation support or any related activity required by the client.

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Jurisdiction

All disputes shall be resolved by the jurisdiction of the law related to such dispute in Bangalore.

Termination of this Contract

SYSTECH Softwares reserves the right to terminate its contract with the client in the event of breach of terms & conditions (as mentioned in this document) by the client. On termination, client shall pay within 7 days, to SYSTECH Softwares, 100% of the value of the services accepted by the client up to date of termination.

A client may terminate the contract without ascribing any reason. If client terminates this contract, then client will make the payment to SYSTECH Softwares for completed phase, and on submitting to the client all deliverables that may be applicable at that stage of the contract.

Time Delays

At the start of the project, client and SYSTECH Softwares will agree on project schedules and deliverables as mentioned earlier. Client does acceptance of each deliverables as per the project plan. If there is any delay beyond the accepted timeframe on account of the client, unless explicitly stated in this proposal the efforts spent by SYSTECH Softwares during this period are charged on Time & Material basis. Any such delay, if it impacts the project time lines, will be conveyed to the client.

Any delay in the project timeline on account of SYSTECH Softwares will be reviewed for its impact on the project timelines. Any such impact will be conveyed to client. In the absence of any written impact report it will be presumed that the project timelines will not be affected or the delay has been accommodated for by the client.

Liability

SYSTECH Softwares is not liable for any consequential loss arising from the use of the implemented system, either monetarily or otherwise, including but not limited to, loss of goodwill and other consequential losses directly or indirectly attributable to the use of the software.

Scope Changes

In the event of changes to the approved system, SYSTECH Softwares will charge client for the effort required for re-designing & implementing the changes. If there is any functional additions / changes to the reviewed scope of work, the change order control clause will come into effect which states that the client will report in writing to Sensys Technologies within 7 days from the date of submission of the proposal. The efforts towards the same are charged on time & material basis.

Validity of the Proposal

The proposal is valid for a period of 30 days (Thirty Days) from the date of submission of proposal by SYSTECH Softwares.

Assuring you of our best attention.

Thanking you

Vivek Shah
SYSTECH Softwares Pvt. Ltd

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