

Proposal for



“Comprehensive Payroll & HR Management Software”

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SYSTECH Softwares Pvt. Ltd.

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

Tel. No. 93412 25269 Website: www.systechsoftwares.com Email: hrm@systechsoftwares.com

CIN: U72200KA2000PTC028027. GSTIN: 29AAFCS4012A1ZV

WHY HRMTHREAD[®]

The Best of Us
Most Helpful Payroll & HR Management Software



PROFESSIONALS AT YOUR SERVICE

With the help of our deep Knowledge & experience in this Payroll & HR field for more than 14 years, you can get fast answers to some of your most common questions related to Payroll, HR and related taxes at ease. We work hard to make sure you have access to the information you need of your Employees, Payroll, HR, Taxes and Compliances.



SUCCESSFUL TRACK RECORD

Our team has helped a number of businesses achieve a higher level of success in implementation of Payroll & HR Software. Our statistics speak for themselves. Whether you are a small start-up business that needs to learn how to streamline Payroll & HR processes for success or you are trying to maintain a more established business, we are ready to help you along every step of the way. Our results speak for themselves.



DEMONSTRABLE RESULTS

Some Payroll Software companies sell you their products and leave you to implement & understand them on your own. At HRMTHREAD[®], we take great pride in helping you reach the results you're looking for. Not only we will give you the Payroll & HR Software you need, but we will make sure we implement 100% and you know how to use them to your advantage. Our success rate with clients speaks for itself. We are a results-driven company and want to give you the competitive edge. Allow us to show you what we can do for you.

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OUR SUCCESS STORY

Registered Users	Happy Customers	Successful Implementations
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5 4 9 6



5 4 0 0 ++



5 4 0 0 ++



10 Lakhs+ Employees processed

INDUSTRY COVERED



Retail



Media



Transportation



Government



Financial Services



Pharmaceuticals



Manufacturing



Energy



Agriculture



Insurance

+ many more industries ...

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Date: 18th January 2021

Proposal to

For



Awards & Recognition



<https://www.hrmthread.com>

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HRMTHREAD® SOFTWARE MODULES



Employee Database
Get entire information about the employee in one go.



Payroll
Have a complete command over the payroll.



Time & Attendance
The most comprehensive Time & Attendance Software.



Leave
Manage all your Leaves under one umbrella



Reimbursement
Track your Claim & Reimbursement hassle free



TDS & Tax Planner
Salary TDS calculations simplified.



Loans & Advances
Get Instant Information about all your loans & advances



Travel
Time efficient Travel Expense handling



Employee Self Service
A Dynamic Employee Self Service Management



Mobile App
Now Access Payroll, Anytime, Anywhere, 24x7 with **MobileApp**



Exit Management
It have the information needed to manage employee exits effectively.



Time Sheet
Control Labour Cost & Working hours of employee



Recruitment
Recruiting has never been this easy.



Performance
Boost your employees performance with 360 Degree Appraisal.



Training
Equip your employees with skills that drive business success.

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HRMTHREAD® - Comprehensive Payroll & HR Management Software

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.

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

SOFTWARE COMMERCIALS

Sr.	Software	Version	Software
1.	Payroll Processing Module	Modules like Employee Master, Standard Attendance & Leave Management, Loan And Advance Management, Payroll processing, Bonus Processing as per the Act, Bank Transfer, Arrears, Overtime calculation, Bonus & Gratuity, Reimbursement, Supplementary Payments Statutory PF reports, Statutory ESIC Reports & all other MIS Reports, Form 16 & Quarterly e-TDS Returns for Salary	Rs. 250,000/-
2.	Employee Self Service Module	Employees can login individually and can view their Monthly Payslip, YTD Salary Sheet, YTD Leave Sheet, Loan details and Income Tax Projection.	Rs. 20,000/-
3.	Online Leave Applications	Employees can submit Online Leave Application and HOD can sanction it. It covers Setting Leave Parameters, creation of various types of Leave, Email Intimation etc.	Rs. 20,000/-
4.	Additional ESS Modules – Workflow	<ul style="list-style-type: none"> a. FAQ b. News c. Announcements d. Company Documents e. FAQ f. Kiosk g. Polls h. Surveys 	Rs. 20,000/-
5.	TDS Declaration Workflow		Rs. 20,000/-
6.	Reimbursement Workflow		Rs. 20,000/-
7.	Time and Attendance Module	<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 	Rs. 200,000/-

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		<ul style="list-style-type: none"> Flexible reports as needed. 	
		Integration with payroll software.	
8.	Mobile application	<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. Reminders like Birthday / Anniversary etc. 	Rs. 200,000/-

Sr.	Software	Version	Software
9.	HRMTHREAD 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 	Rs. 200,000/-

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- Post/View/browse Candidate Details, Notes, Emails, History, CV at simple clicks
- Bulk Email to candidates.

10. **HRMTHREAD PMS Management System**

- 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.

Rs. 200,000/-

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	<ul style="list-style-type: none"> • Appraisal result is available at the time for Promotions/increments. • Appraisal is fully automated, user defined and workflow based with email intimations. 	
	Not closed Appraisals and conflicts can be tracked.	
11.	<p>HRMTHREAD Training Management System</p> <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. • Date wise Employees / Whole Program Attendance can be maintained easily. 	Rs. 150,000/-

- Training Locations, Training Venues, Special Needs during training, Expectation from the training can be defined.

On the basis of predefined Priority scheme training program can be allotted for the limited no of seat.

12. HRMTHREAD 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. 	Rs. 100,000/-
13. HRMTHREAD TIME SHEET Mangement Software	<ul style="list-style-type: none"> • Efficient, Flexible Quick Time-Sheet reporting on hourly, daily, weekly or Monthly basis. • It keep you track your employees billable hours ensure you are getting value for money. • Unlimited number of projects , clients or activity can be created. 	Rs. 150,000/-

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- Automatic or Manual CTC rate can be defined.
- Billing can be fixed, user defined based on per hour rate per employees in the project.
- Manager can fill the the time sheet for their subordinates.
- Timesheets approval by the Team Leaders / Managers Locking process.
- Reminder Email for Timesheet not filled in by employees.
- Project wise / Activity wise expense can be tracked easily.
- Easy Integration with myVetan most Payroll HR Software.
- User roles & access can be defined.

Sr.	Software	Version	Price
14.	Every Additional Company	License cost for creating a new company	Rs. 50,000/-
15.	Every Additional Admin User	One Admin User	Rs. 15,000/-
16.	Implementation of New Company	* This cost may vary depending on the implementation time & Complications involved at the client's place.	Rs. 50,000/-*
17.	Top up for additional no. of Live Employees in HRMTHREAD [®]	For every additional Employee. *Minimum cap of 50 Employees	Rs. 400/-*
18.	Attendance Hardware Integration		Rs. 5000/- Per Machine

+ 18% GST

COMERCIAL - TERMS & CONDITIONS

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.

WARRANTY - INSTALLATION AND SUPPORT

The above comprehensive package price is inclusive of Software Installation & Implementation, Updates & Software support for the period of One Year. Thereafter Annual Software Subscription Charges [ASSC] would be applicable. Details are mentioned below.

ISO CERTIFIED

Sensys Technologies is ISO 27001:2013 certified.

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ANNUAL SOFTWARE SUBSCRIPTION CHARGES [ASSC] - SCOPE OF WORK

- a) 20% of Software License Cost [Includes Customization, Implementation, Employee Top charges etc.]
- b) ASSC Cost has to be paid at the beginning of the year, payable in advance after one-year initial support period.
- c) ASSC 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) ASSC 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) ASSC will start from the expiry of warranty period, applicable for one year and will increase at 10% every year.
- g) As ASSC is essential for regular Statutory updates, Subscription has to be mandatorily renewed every year, failing which no updates, telephonic, internet & email support would be given from the date of expiry of subscription period. Software will cease to work, if annual software subscription charges [ASSC] are not paid.
- h) Additional GST & other taxes if any would be charged on the ASSC 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 Software Purchase & Subscription billing.
- b) Any other taxes, if any introduced by the government would be taken in to the account at the time of billing
- c) All taxes have to be paid in advance.

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

DATA ENTRY AND VERIFICATION

Data entry of any required kind & verification is not covered by this quotation.

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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.

PAYMENT MODE

- Payments will be accepted by Cheque / RTGS / NEFT / Demand Draft Only.
- Cheque should be drawn in favor of "*SYSTECH Softwares Pvt. Ltd.*"
- Our Bank Account No.: 849020100000322
- NEFT / RTGS Code: BKID0008490

CUSTOMISATIONS (MODIFICATION IN THE SOFTWARE)

Any modification to functionality's will be charged extra on mutually agreed terms. Per MAN DAYS charges is Rs. 4500 per day.

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.

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TECHNOLOGICAL FEATURES AND SERVICE REQUIREMENTS

The HRMTHREAD[®] Payroll software has been developed for the Windows 2008 R2 and above platforms using .Net Framework 3.5. The software is designed using client-server technology and can work with RDBMS like MS SQL Server 2008 R2 & above.

Technologies Used

Software has been developed using .NET technologies like

- .Net Framework 3.5 (C#),
- ASP.NET, AJAX, NHibernate, LINQ,
- RAD Controls, XML.
- Crystal Report

Software Requirements

Server Requirements

Application Server

- Windows 2008 R2 and above Operating System
- IIS 6.0 +
- .NET Framework 3.5
- Internet Connection - 1 MBPS
- Server Access: Desktop sharing of Server through TeamViewer.

Database

- MS SQL Server 2008 and above

Hardware Requirements

Application Server (For web-modules)

- Intel Pentium Dual Core and above based Server
- 8 GB RAM (12 GB Recommended)
- 100 GB HDD (200 GB recommended)

This machine can act as both the application and database server.

Client Machines

- The software can be accessed from any machine that can run Microsoft Internet Explorer 8.0 or above, Chrome or Mozilla Firefox

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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 AND ACCEPTANCE 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 AND VISITS OUTSIDE 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 MUMBAI.

TERMINATION OF 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 OF 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 SYSTECH Softwares within 7 days from the date of submission of the proposal. The efforts towards the same are charged on time & material basis.

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HIRING

During the term of this Agreement or for 24 months thereafter, Client will not directly or indirectly retains the services (whether as an employee, independent contractor or otherwise) of any employee of SYSTECH (or ex-employee within 24 months of the employee's termination from SYSTECH) who has provided services to Client on behalf of SYSTECH.

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 Pvt. Ltd.

Assuring you of our best attention.

Thanking you

Vivek Shah
SYSTECH Softwares Pvt. Ltd.
Email: vivekshah@systechsoftwares.com
Cell: 9341225269

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KEY BENEFITS

1. Access on the Move

Web enabled **HRMTHREAD**[®] can be used from Any where, Any Time. It is accessible via browser on a desktop, laptop or mobile from sitting at office, home or any other place connected to the internet at the comfort of the employees/users.

2. Central Employee Database

Employees being the heart of any organisation. **HRMTHREAD**[®] stores the complete records of employees such as basic personal information, qualification, family, insurance, emergency contacts, documents attached.

3. Salary Process

Very Robust Salary Processing Engine in-built in the software with support for multiline formula building capacity. Salary Processing is quick, easy and accurate. FNF and Multiple Supplementary Payments can be configured.

4. Increments, Salary Arrears and Attendance Arrears

Increments and Arrears can be calculated accurately. Software is designed to handle arrears on arrears also including the statutory compliances.

5. Employee Self Service Module

Our Robust Employee Self Service (ESS) modules help the Employees in getting/print their payslip & other reports at one click, there by reducing the paper work to more than 95%.

6. Time & Attendance

Comprehensive Time & Attendance module is deeply integrated for Real-time Tracking of employee time and attendance, absenteeism, holidays etc. Shift, Roster and Muster can be easily managed.

7. Configurable Salary Components

HRMTHREAD[®] has an in-built flexible structure building capability of earnings & deductions. It can add any numbers of Earnings & Deductions to its kitty

8. Interactive Dashboard

Admin can configure dashboard for all employees or employee specific dashboard can also be configured.

9. Configurable Workflows

HRMTHREAD[®] allows organisation specific workflows to be enabled for leave request & approval, reimbursement claim & approvals, 80C TDS declaration request & approval etc. HR admin can set the multi level approval process within the organisation. Any customised workflow process can be created with our ProcessThread Engine.

10. Email Alerts

Now with **HRMTHREAD**[®], employees can get Email alerts related to approval of leaves request, approval of reimbursement claims, Birthday reminders, companies policies etc.

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11. Configurable Reports

Organisation specific reports can be generated at the click of the button. In-built Standard Reports, Dynamic Reports, Historical Reports & Customised Reports can be generated for the current period or for any of the previous period.

12. Data Import from excel files

Hassle free import of data like Employee Masters, Salary structures, Leave & Attendance records, TDS declaration etc. from excel files. In-built validation, help in accurate import of data without any errors.

13. Joining & Exit Management

HRMTHREAD maintains the records of new joinees, promotions, transfers & exit with check list to track the movement of employees from hire to exit.

14. Integration

- Highly integration is possible with the in-built real-time integration with any Attendance machines.
- Integration with any Accounting Software or ERP is possible with in-built JVModule.

15. User Access

With **HRMTHREAD** you can actually give access & rights to the modules, depending on the employee work profile, accordingly it can restrict user to the modules, which is not his profile.

16. Statutory Filings

File your Statutory Compliance at a click of a button, be it is PF, ESIC, PT or TDS, each process has been simplified for hassle free filing of Statutory compliances.

17. Letters Module

Offer letters, Appointment letter or any customised letter can be designed easily with **HRMTHREAD**.

18. Tax Planner

Employees can do online tax planning using our tax planner tool themselves.

19. Call Centre

Dedicated call centre for customer support via Phone, Remote, Email, Online Query along with a dedicated Relationship Manager.



OUR PARTIAL ESTEEMED CLIENTELE
As always, we grow, as our clients grows

5000+ Customers Trust HRMTHREAD



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TESTIMONIALS



Huge Employees, Multiple Branches, Our Older Payroll Systems took me 2 working days to complete just one location, a total of 8 days each month was spent on one task.,

With HRMTHREAD, lucrative & Exhaustive payroll management software to work with is a wonderful experience. Each Branch processing now takes only 30 minutes to complete, and that includes Emailing of Payslips, Bank Transfer Slips & all other Statutory Compliance.

That's an 2 hour a month compared to 8 days Job. It was even easy to pass on the data to other branches with role level security.

Stan D'Souza
Arch Pharma Labs



This software is of great help to us. Payroll Processing for all our clients in time bound dates was a challenging job for us. It was a difficult for us to maintain it manually.

Now almost 4 years, HRMTHREAD is a part of our HR & Finance team for processing the salary of all our clients and completing the statutory compliance on time.

Employee Self Service Module & Emailing of Payslips has increased our efficiency & had save times.They have professional help desk. Their support team is good enough to handle all our queries.

Mr. Prakash Kagarwala
M/s PCS Consultants



Firstly i would like to thank the entire team of Sensys for their kind support & cooperation all the time we required

When there is a query/doubts we call your office & we just got the solution what we needed. Their online tool 'Quick Support' is of great help, all our problems get sort out immediately. Special mention for their Implementation team,

Who has helped us improve our Payroll Process and file all the statutory compliance on time. User friendly software, Go for it.

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