



ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)

Zakir Husain Delhi College (Evening)

दिल्ली विश्वविद्यालय (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली - ११०००२ Jawaharlal Nehru Marg, New Delhi - 110002
Phone: 011-23231899 Web: www.zhdce.ac.in E-mail: principal@zhe.du.ac.in

April 5, 2021

NIQ Ref.No.ZHDCE/NIQ/PayrollSoftware/2021/2

NIQ

Sealed Quotations are invited from the experienced Software Development Companies for the purchase of Pay Roll Software having features as per Annexure-1. Preference will be given to those who have experience of working with Delhi University and its affiliated Colleges. For more Specification/clarification please contact the S.O. Admn. between 4.00 pm to 6.00 pm during working days.

Following may be kept in mind while submitting quotation:

1. The following documents must be enclosed with the quotations:
 - a. Details of Company Profile
 - b. Copies of PAN/ TIN of the Company
2. Rates of Software should be separately quoted for offline and online (Cloud) mode in financial bid as per the Performa enclosed.
3. The last date of submission of Sealed Quotation to the College is 20.04.2021 up to 2.00 pm. The sealed envelope should be addressed to the Principal, Zakir Husain Delhi College (Evening) with NIQ Ref. No. mentioned on the top of the envelope which should be submitted to Zakir Husain Delhi College (Evening), Jawaharlal Nehru Marg, New Delhi-110002 on or before the last date of submission i.e. 20.04.2021
4. Quotations received after due date and time shall not be entertained. The College shall not be responsible for any postal or transit delay. Incomplete quotations will not be entertained.
5. Software to be provided should be based on latest technology and compatible latest software and hardware.
6. A video presentation of software in the form of Flash Drive/CD must be attached with the quotation and one month training (online/offline) to users.
7. The quotation will be opened on 20.04.2021 at 3.00 pm in the office of the Principal, Zakir Husain Delhi College (Evening) in the presence of tenderers who wish to be present in bid opening.
8. College will not pay any advance.
9. College reserves the right to reject any or all quotations at any stage without assigning reason thereof.
10. AMC, if any, should be mentioned in the quotation. Upgradations or modifications as required by the College must be done without any additional payment within AMC/warranty/agreement period.
11. Quotations received through email will not be accepted.
12. Purchase Order will be given to the bidder only after satisfactory demonstration of software.


5.4.2021
Prof. Masroor Ahmad Beg
Professor-Principal



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ANNEXURE-1

FEATURES OF PAY ROLL SOFTWARE AT ZAKIR HUSAIN DELHI COLLEGE (EVENING)

1. Pay Roll Software should be multi user and based on 6th CPC and 7th CPC recommendation
2. Salary and Pension Components/ Heads & Some Misc. features
 - 2.1. Flexibility to add number of Earning/Deduction Components
 - 2.2. Components should be fixed or formula based
 - 2.3. Calculations should be based on attendance
 - 2.4. Option should be available to hold or freeze salary in case of termination of employee/ dues not clear in case of resignation
 - 2.5. Pay Slip should be sent on email id of employees through single click
 - 2.6. Pay Slips should be printed for groups or for selected employees
 - 2.7. Lock month facility should be available to avoid changes in processed data
 - 2.8. Supplementary payment option should be available
 - 2.9. Monthly payment register with consolidated summary sheet of earning and deduction components
 - 2.10. Yearly payment register of individual employee should be prepared
3. Tax Deduction at Source
 - 3.1. Quarterly TDS return of Salary (24Q) should be filled directly from pay roll software without any manual entry in Income Tax Department Portal.
 - 3.2. Automatic calculation of TDS on the basis of income and investments
 - 3.3. Able to generate TDS projections
 - 3.4. Yearly Form 16 should be generated
 - 3.5. Any changes in the Income Tax Rule by the Government of India should be implemented without any extra payment
4. Arrears
 - 4.1. Arrears calculation option should be available for Earning and Deduction heads with filters
 - 4.2. Automatic arrear calculations for different periods/fraction of periods/on the basis of attendance

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5.4.2021





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5. Employee Management

5.1. Employee details should easily be maintained like (Name, Designation, Department, Category, teaching/Non-Teaching, Status-Permanent/ Ad-hoc/ Contractual etc., with master details, personal details PRAN, Bank account details and Educational Qualifications also.

6. New Pension Scheme (NPS)

6.1. Calculation of Employee & Employer contribution during salary proceedings
6.2. Facility should be available for auto generated FVU file for deducted amount of NPS and also direct upload the same on www.npscra.nsdl.com

7. Report Writer

7.1. Retrieval of bank statement in Excel Format to pay the salary & pension through NEFT/RTGS mode
7.2. Report writer option should be available to add/modify reports as per user requirements
7.3. All heads should be available in the report
7.4. All out put reports should be on screen, printer, MS-Word, MS-Excel & PDF

8. Any other feature as and when required.

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5.4.2021



(ON COMPANY'S LETTER HEAD)

Financial Bid for "PAY ROLL SOFTWARE" at Zakir Husain Delhi College (Evening)

S. No.	Particulars	Rates [For Offline mode] <i>Amount in Rs.</i>	Rates [for offline + online (Cloud) mode] <i>Amount in Rs.</i>
1.	Pay Roll Software with all features mentioned as per Annexure-1 of NIQ Ref No.ZHDCE/NIQ/PayrollSoftware/2021/2 dated 05.04.2021		
2.	Taxes as applicable		
	Total		
3.	AMC Covered		
4.	Yearly AMC charges after expiry of AMC covered		

NOTE: Any terms and conditions of the company may please be mentioned below:-

(Authorized Signatory)