



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR,
HYDERABAD METROPOLITAN REGION (HMR) TELANGANA-508126, INDIA

अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर
हैदराबाद मेट्रोपोलिटन क्षेत्र (एच एम आर), तेलंगाना - 508126, भारत

Ref. AIIMS/BBN/Admin/IT 1534

Date : 23 Apr 2021

**Sub: REQUIREMENT OF PAYROLL MANAGEMENT SYSTEM
FOR CENTRAL GOVT EMPLOYEES AT AIIMS, BIBINAGAR**

On behalf of Director, AIIMS Bibinagar, sealed quotations are invited from the vendors for supply of the software **Payroll Management System for central Govt employees at AIIMS, Bibinagar** as per Appendix to this letter. The quotation should be addressed in the name of "The Director, AIIMS Bibinagar" and sealed in the cover. Sealed envelope should be addressed to the "The Director, AIIMS, Bibinagar, Rangapur, Yadadri Bhuvanagiri Dist, Telangana-508126", so as to reach on or before **07 May 2021** by 12:00 PM. Quotation received after the schedule date and time will not be entertained and rejected.

Sl No.	Nomenclature	Acctg Unit	Qty Required
1.	Software - Payroll Management System for central Govt employees at AIIMS, Bibinagar having features elaborated in details at Appendix to this letter.	Package	01

Note:

1. Super scribe on the cover indicating the item (**Payroll Management System for central Govt employees at AIIMS, Bibinagar**)
2. GST number must be indicated and a copy of GST certificate should be enclosed.
3. Each page of the quotation must be printed on letter head of the company duly numbered. Signed each page with seal.
4. Payments shall be made against invoice/bills in triplicate duly signed by authorized signatory along with copy of Delivery Challan, NEFT/RTGS Account Details. Upon satisfaction of items delivered / received.
5. The payments shall be released within 30 days after from the date of receipt and acceptance of material.
6. **Right of rejection** : The competent authority reserves all the right to reject any or all quotation without assigning any reason.


प्रशासनिक अधिकारी
Administrative Officer
एम्स बिबिनगर
AIIMS BIBINAGAR
तेलंगाना/TELANGANA-508126.

REQUIREMENT OF PAYROLL MANAGEMENT SYSTEM
FOR CENTRAL GOVT EMPLOYEES AT AIIMS, BIBINAGAR

The Payroll Management System should be suitable for central Govt. employees. It should deal with the financial aspects of central Govt. employees employee's salary, allowances, deductions, gross pay, net pay etc. and generation of pay-slips for a specific period. The Payroll Management System should have ease of implementation. The Payroll Management System should be able to generate attribute wise reports along with the following features :-

1. Payroll Management System should have the following feature :-
 - (a) Manage employee information efficiently.
 - (b) Define the emoluments, deductions, bonus, arrears etc.
 - (c) Generate Pay-slip at the convenience of a mouse click.
 - (d) Generate and manage the payroll processes according to the salary structure assigned to the employee.
 - (e) Generate all the Reports related to employee attendance/leave, payroll etc.
 - (f) Manage its own security.
2. Payroll Management System should be able to generate following reports :-
 - (a) Personal information of employee.
 - (b) Calculating Pay checks and Tax Obligations based on Employee Time Sheets.
 - (c) Pay Register.
 - (d) Supplementary salary calculation.
 - (e) Arrears calculation (DA, Pay HRA etc.).
 - (f) Income Tax Calculation (Form-16).
 - (g) Statutory compliance.
 - (h) Reports


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