



## **Notice Inviting Quotations (NIQ)**

**for design, development and deployment of Online  
Attendance and Payroll Management System – Mobile and  
Web Application**

### **INDIAN PORTS ASSOCIATION,**

1<sup>st</sup> Floor, South  
Tower, NBCC Place  
Bisham Pitamah  
Marg, Lodhi Road  
New Delhi – 110003

June 2025

## Table of Content

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1	NIQ Notice	3
2	Introduction	4
3	Instruction to Bidders	4
4	Earnest Money Deposit	5
5	Performance Security	6
6	Submission of Bid	6
7	Scope of Work	7
8	Annexure – 1	12
9	Form – 1	14
10	Form – 2	15

## NIQ NOTICE

### **Notice Inviting Quotation (NIQ) for the Design, Development and Deployment of Online Attendance and Payroll Management System – Mobile and Web Application.**

The **Indian Ports Association (IPA)** invites Sealed Quotations from interested eligible agencies for the design, development and deployment of Online Attendance and Payroll Management System – Mobile and Web Application.

The NIQ document providing the eligibility criteria, terms and conditions including evaluation criteria and application fee are available on the web site <http://ipa.nic.in>. Reputed and interested agencies may download the NIQ document from the above website.

The details of NIQ are as follows:

Name of Work	NIQ for the design, development and deployment of Online Attendance and Payroll Management System – Mobile and Web Application.
EMD	Rs 50,000/- (Rupees Fifty Thousand Only)
Method of Selection	Lowest Price Bidder
NIQ availability Date	13-06-2025 by 17:00 hrs.
Last date of submission Due Date	23-06-2025 by 15:00 hrs.
Opening of Financial Bid	To be notified
Technical Presentation	To be notified
Letter of Award	To be intimated to Selected Bidder
Date of Start of Work	To be intimated to Selected Bidder
Validity of Quotation	60 days from the due date
Communication Address	The Managing Director, Indian Ports Association, 1st floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003. Tel. No. 0091-011-24369061/63, 24368334, FAX: 011-24365866 Email: <a href="mailto:procurements@ipa.org.in">procurements@ipa.org.in</a>

## 1. Introduction

IPA invites quotations from eligible vendors for the design, development, and deployment of a robust Online Attendance and Payroll Management System, encompassing both mobile and web applications. This system aims to streamline attendance tracking, payroll processing, and related administrative functions while ensuring seamless accessibility, efficiency, and security.

Interested vendors with relevant expertise and experience in software development are requested to submit their proposals in accordance with the terms and conditions outlined in this NIQ. The details of scope, requirements, and submission guidelines are provided in the following sections.

## 2. Instructions to the Bidders

### a. Eligibility Criteria

Bidders must be legally registered entities with relevant experience in software development, preferably in designing, developing, and maintaining the mobile and web applications.

To meet the eligibility criteria, applicants must submit the signed copies of following documents:

- **Certificate of Incorporation/Registration**
- **GST Details:** Valid GSTIN and a copy of the GST Registration Certificate
- **PAN Details:** Valid PAN Card
- **Financial Statements:** Audited Profit & Loss Statement or a Certificate from the Statutory Auditor for any of the last three financial years (FY 2021-22, 2022-23, 2023-24, 2024-25)
- **Work Experience Proof:** Copies of at least three work orders or completion certificates demonstrating expertise in the design, development, and maintenance of mobile and web application or any IT Integration projects.

### b. Submission of Quotations

- Bidders must submit their quotations in a sealed envelope on or before the specified deadline.
- Quotations should be submitted in the prescribed format attached at **Annexure – 1**.

### c. Scope of Work

Bidders must review the detailed scope of work provided in the NIQ and ensure that their proposals align with the specified requirements

### 3. Earnest Money Deposit (EMD)

In order to be considered for the bid, the Bidder shall make payment of EMD of Rs. 50,000/- (Rupees Fifty Thousand only) through RTGS/NEFT to the account whose details are provided as below:

A	Name and Address of the Bank	Indian Overseas Bank, Lok Kala Manch, Lodhi Colony, New Delhi – 110003
B	Name of the Branch	Lok Kala Manch Branch
C	IFSC Code	IOBA0001498
D	Account Number	149801000002360
E	Type of Account	Savings Account
F	Contact Details	<a href="mailto:procurements@ipa.org.in">procurements@ipa.org.in</a>

- a. While submitting their bid, the bidder shall provide the scanned Unique Transaction Reference (UTR) number details or any other electronic transaction details in the **Form - 1** towards the successful remittance of the Earnest Money Deposit (EMD). The Earnest Money Deposit (EMD) remitted in any other form will not be considered and such tenders will be summarily rejected.
- b. The Earnest Money Deposit (EMD) furnished by all unsuccessful bidders will be returned after award of work to successful bidder. The Earnest Money Deposit (EMD) of the successful bidder shall be adjusted against the Performance Guarantee.
- c. The EMD will be forfeited, if the bidder withdraws or modifies an offer within the validity period of the bid, after the deadline for submission of such documents.
- d. If the successful bidder fails to remit the Performance Security after the issue of letter of intent within the specified or extended time, the EMD shall be forfeited and the bidder shall be debarred/ black listed for a period of three years.
- e. No interest shall accrue or is payable on the EMD from the date of its remittance till it is returned to the bidders.
- f. All bidders are required to submit the prescribed Earnest Money Deposit (EMD) as specified in the NIQ. No exemptions shall be granted to any bidder, including those registered under MSME, NSIC, or any other category. Bids submitted without the requisite EMD shall be deemed non-responsive and will not be considered for further evaluation.

#### **4. Performance Security**

The Selected bidder shall submit performance security, which shall be 5% of the accepted cost / awarded cost and shall be in form of irrevocable an irreversible bank guarantee/Demand Draft/Insurance surety bonds/Fixed Deposit Receipt. The performance security shall be submitted by the selected bidder within 07 working days from receipt of Work Order.

The performance security shall remain valid until the successful completion of the project, including the "Go Live" phase.

The Performance Security shall be forfeited in case of non-compliance with contractual obligations, failure to meet project milestones, or any default as per the terms of the agreement. Upon successful completion of the project and fulfilment of all contractual commitments, the Performance Security shall be returned to the bidder, subject to verification and approval by IPA.

The Bank Guarantee shall be submitted as per format provided in **Form - 2** for performance security.

#### **5. Submission of Bid**

##### **a. Sealing & Marking of Bids:**

- i. Bidders shall submit their bids in a sealed envelope, clearly marked with the bidder's name, and contact details.
- ii. The envelope must be labelled as "Bid for the Design, Development and Deployment of Online Attendance and Payroll Management System – Mobile and Web Application " and must not contain any markings that may indicate the bid price or other confidential information externally.

##### **b. Contents of the Envelope**

- i. The sealed envelope shall contain below documents:
  1. Eligibility Criteria
  2. Quotation (in a separate sealed inner envelope – Annexure - 1)

##### **c. Address for Submission:**

Bids must be submitted to below address within the stipulated deadline.

The Managing Director,  
Indian Ports Association,  
1st floor, South Tower, NBCC Place,  
Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003.  
Tel. No. 0091-011-24369061/63, 24368334, FAX: 011-24365866

Email: [procurements@ipa.org.in](mailto:procurements@ipa.org.in)

Any bids received after the deadline shall be rejected and not considered for evaluation.

**d. Bid Submission Mode:**

- i. Bidders may submit their bids in person, by post, or through a designated courier service.
- ii. The organization shall not be responsible for any delays or loss of bid documents in transit.

**e. Bid Opening Procedure:**

- i. The bids shall be opened as per the scheduled date and time mentioned in the NIQ.
- ii. Representatives of bidders may be permitted to attend the bid opening process, if applicable.

## **6. Late Proposals**

Proposals received by IPA after the specified due date shall not be eligible for consideration and shall be summarily rejected.

## **7. Scope of Work**

The scope of work includes, but is not limited to, the following:

**a. Employee Management**

**Features:**

- Unique Employee ID generation
- Employee classification (Regular, Outsourced, Contractual, etc.)
- Salary structure configuration (Basic Pay, Allowances, Deductions, etc.)
- Department and designation management
- Employee profile management with personal and professional details
- Probation and confirmation tracking

**b. Attendance & Overtime Management**

**Features:**

- Geo-fenced punch-in/out system with mobile app integration
- Manual attendance marking and correction
- Multi-tier approval workflow for attendance adjustments
- Overtime calculation based on predefined company policies

- Integration with biometric attendance devices
- Shift and roster management

**c. Payroll Processing System**

**Features:**

- Automated salary computation with deductions and allowances
- Tax computation and statutory compliance (PF, ESI, TDS, etc.)
- Leave balance impact on salary calculations
- Dearness Allowance (DA) calculation and management
- Pay slips generation and distribution
- One-click payroll processing

**d. Location Management for Attendance**

**Features:**

- Real-time location tracking using GPS coordinates.
- Location tracking pause feature to be given to employees.
- Attendance boundary setup based on geofencing
- Alerts for out-of-boundary punches
- Multi-location support for employees working in different locations
- Location-based work hour validation

**e. Salary Administration Module**

**Features:**

- Basic salary configuration and modifications
- Monthly salary processing with automated calculations
- Increment, promotion, and revision management
- Bonus, incentives, and special allowance configuration
- Salary history tracking and audit logs

**f. Leave & Festival Advance Management**

**Features:**

- Leave type categorization (Earned Leave, Sick Leave, Casual Leave, etc.)
- Half Pay Leave impact on salary calculations
- Automated leave adjustment in payroll processing
- Festival advance request and approval system
- Auto-recovery of festival advance through salary deductions
- Leave encashment policies and processing

## **g. Reports & Data Export**

### **Features:**

- Monthly salary report generation
- Attendance summary and detailed reports
- Payroll audit and compliance reports
- Custom report generation based on filters
- Data export in multiple formats (Excel, CSV, PDF)
- Role-based access to reporting features

## **h. Security & Compliance**

### **Features:**

- Role-based access control with user permissions
- Secure data encryption and retention policies
- Compliance with government regulations (Labour laws, PF, ESI, etc.)
- Audit logs and user activity tracking
- Secure authentication mechanisms (2FA, SSO, etc.)
- Regular security patches and updates

## **i. Development Instructions**

- The system should be developed using scalable and secure technologies.
- Modular architecture to facilitate easy maintenance and upgrades.
- API-based integration to support interoperability with other enterprise applications.
- Use of microservices architecture where applicable.
- Implementation of DevOps practices for continuous integration and deployment.
- Comprehensive unit and integration testing to ensure system stability.

## **j. UI Interface**

- User-friendly and intuitive interface with role-based dashboards.
- Responsive design to ensure compatibility with desktops, tablets, and mobile devices.
- Dark mode and accessibility options to enhance usability.
- Drag-and-drop and interactive UI components for ease of use.
- Multi-language support at least English and Hindi for diverse workforce accessibility.

#### **k. Usage of Licensed Software**

- All licenses and SDK rights shall remain with the Indian Ports Association (IPA), with the vendor solely responsible for providing manpower services for development and support. Any costs associated with license purchases will be borne by IPA.
- All software components used in development should comply with licensing regulations.
- Preference for open-source technologies with active community support.
- Any proprietary software or third-party tools should have valid licensing agreements.
- Regular updates and patches should be applied to all licensed software to ensure security and compliance.

#### **l. Project Timeline**

- **Requirement Analysis & Planning:** 3 weeks
- **Prototyping:** 1 week
- **Design, Development & Implementation:** 4 weeks
- **Testing & Quality Assurance:** 1 week
- **Deployment & Training:** 4 weeks
- **Ongoing Support & Maintenance:** 1 year from the date of signing of contract agreement which may be extendable as per discretion of the IPA

#### **m. Roles and Responsibilities**

##### **Client (Indian Ports Association)**

- Provide detailed project requirements and business use cases.
- Ensure timely review and approval of project deliverables.
- Arrange necessary access to existing infrastructure, systems, and data.
- Ensure compliance with legal and regulatory requirements.
- Facilitate training and onboarding for end-users.
- Handle post-deployment operational management.

##### **Vendor**

- Develop and implement the HRMS as per the agreed-upon scope.
- Ensure timely delivery of project milestones.
- Maintain the security and confidentiality of client data.
- Provide technical support and bug fixes as per the maintenance agreement.
- Deliver comprehensive documentation, including user manuals and system architecture.
- Conduct necessary training for client personnel.
- Provide post-live support for one year, including bug fixes, minor enhancements, and technical assistance.

**n. Budget and Payment Terms**

- The total project budget shall be mutually agreed upon before commencement.
- Payments shall be made in phases based on project milestones:
  - **20%** upon signing the contract
  - **30%** after completion of the design and prototyping phase
  - **30%** upon successful implementation and testing
  - **20%** after final deployment and training
- Any additional costs arising due to changes in scope will require mutual agreement.
- Payment will be subject to acceptance of deliverables by the Indian Ports Association.
- Bidders shall not include cloud hosting costs in their commercial bid. IPA will establish a separate bipartite agreement with CSP in coordination with the successful bidder. Payments will be made directly by IPA to the CSP.

**o. Approval and Sign-off**

- Each module will require approval and sign-off upon completion before proceeding to the next phase.
- User Acceptance Testing (UAT) will be conducted for each module before deployment.
- A final acceptance test will be conducted before system go-live.
- A formal approval document will be signed by IPA to confirm completion and compliance with requirements.

The selected bidder will ensure seamless execution of the work.

**Quotations:**

Sl. No.	Items Description	Quantity	Unit Rate (Rs.)	Amount (Rs.)
1	<b>Employee Management</b> - Employee ID, Classification, Salary Structure, Department & Designation Management	1	To be quoted	To be quoted
2	<b>Attendance &amp; Overtime Management</b> - Geo- fenced Punch-in/out, Manual Attendance, Approval & Adjustments	1	To be quoted	To be quoted
3	<b>Payroll Processing System</b> - Salary calculation, Allowances & Deductions, Leave Impact, DA Management	1	To be quoted	To be quoted
4	<b>Location Management for Attendance</b> - Geo- coordinates-based tracking, Attendance boundary setup	1	To be quoted	To be quoted
5	<b>Salary Administration Module</b> - Basic Salary, Monthly Processing, Increment & Revisions	1	To be quoted	To be quoted
6	<b>Leave &amp; Festival Advance Management</b> - Half Pay Leave impact, Auto-adjustments in Payroll	1	To be quoted	To be quoted
7	<b>Reports &amp; Data Export</b> - Monthly salary reports, Attendance reports, Custom data export	1	To be quoted	To be quoted
8	<b>Security &amp; Compliance</b> - Data retention policies, Role-based access, Compliance with Govt. norms	1	To be quoted	To be quoted
9	Operations and Maintenance (1 year)	1	To be quoted	To be quoted
<b>Total without taxes</b>				

### Terms and Conditions:

1. Selection of the bidder will be based on the **lowest total quoted price** for the entire scope of work.
2. The lowest-priced bidder must deliver a technical presentation covering the methodology, features, adaptability, and security of the application designed for both web and mobile. **Based on the presentation, IPA holds the discretion to either issue the work order to the current bidder, proceed to the next bidder, or discharge the NIQ.**
3. The selected bidder shall work under the instructions of IPA and ensure that the development is executed as per requirements.
4. The software must comply with **government security standards** and **data privacy laws**.
5. Any necessary items not included in the list but essential for the successful execution shall be provided by the bidder.
6. Any additional requirements beyond the scope shall be paid separately based on market rates.
7. The IPA reserves the **right to reject any quotation** without assigning reasons.
8. For any inquiries, contact at email – [procurements@ipa.org.in](mailto:procurements@ipa.org.in)

**Transaction details for remittance of Earnest Money Deposit (EMD)**

The bidder shall provide the details of remittance of Earnest Money Deposit (EMD) as per the bid document as follows:

<b>S.No.</b>	<b>Unique Transaction Reference (UTR) No.</b>	<b>Date of Transfer</b>	<b>Amount (IN INR)</b>

(Signature, name and designation of the authorized signatory)

**Form of Bank Guarantee**

**(For Performance Security)**

1. In consideration Head of Indian Ports Association (hereinafter called as "IPA") represented by its Managing Director having agreed to exempt M/s (hereinafter called "Contractor") from the demand, under the Term and conditions of contract awarded with number----- made between IPA and the Contractor for selection of agency for design, development and deployment of Online Attendance and Payroll Management System – Mobile and Web Application (hereinafter called "Agreement") of Performance Security for the due fulfilment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs. \_\_\_\_\_ (Rupees only).

2. We ,..... (hereinafter referred to as the Bank) at the request of the Contractor(s) do hereby undertake to pay to the IPA an amount not exceeding Rs...../-(Rupees..... only) against any loss or damage caused to or suffered or would be caused to or suffered by the IPA by reason of any breach or non-performance by the said Contractor(s) of any of the terms and conditions contained in the said Agreement.

3. We, the Banker of the Contractor do hereby undertake to pay the amounts due payable under this Guarantee without any demur, merely on a demand from the IPA stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the IPA by reason of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However our liability under this Guarantee shall be restricted to an amount not exceeding Rs...../-.

4. We undertake to pay to the IPA any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceedings before any Court of Tribunal relating thereto our liability under this present being absolute and unequivocal.

5. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

6. This Bank Guarantee shall be valid upto..... (“Period”). We, the Bank further agree that the Guarantee herein contained shall remain in full force and effect during the Period and that it would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the IPA under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till the IPA certified that the terms and condition of the said Agreement have been fully and properly carried out by the said Contractor's and accordingly discharges this Bank Guarantee. Unless a demand or claim under this Guarantee is made on us in writing within three months from the date of expiry of the validity of the Bank Guarantee period we shall be discharged from all liability under this Guarantee thereafter provided further that the Bank shall at the request of the IPA but at the cost of Contractor(s) renew or extend this Guarantee for such further period or periods as the IPA may require.

7. We, the Bank further agree the IPA, that the IPA shall have the fullest liberty without consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IPA against the said Contractor(s) or for any forbearance, act or omission on the part of the IPA or any indulgence by the IPA to the said Contractor(s) or by any such matter or thing whatsoever which under the Law relating to sureties would but for this provision, have effect of so relieving us.

8. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

9. We, the Bank hereby undertake not to revoke this Guarantee during its currency except with the previous consent of the IPA in writing.

Dated the ..... day of ..... month of 20..... at .....

Name & Seal of the Bank with Date