



The Bhagirathi Cooperative Milk Producers' Union Limited

(A Govt. of West Bengal Project)

BU: MKTG:BISTRITI-II:1766

Dated 04.11.2024

NOTICE INVITING QUOTATION

The Bhagirathi Cooperative Milk Producers' Union Limited invites Offline Quotations from accredited service providers for procurement and implementation of an online integrated HR Management Software service to track real time movements of personnel for 1 years. Terms and conditions mentioned hereunder:

1. Bidders are required to quote their lowest and best competitive rate/offer in sealed envelope addressing to the Managing Director of the Milk Union.
2. **Scope of Work:** The HR management software should include, but is not limited to, the following modules:
 - i. Mobile & Web application.
 - ii. Captures Selfie/Location
 - iii. Offline, QR Code, Kiosk Mode and Remote Attendance
 - iv. Fake Time and Fake Location Detection
 - v. Import Employees
 - vi. Employee Documents
 - vii. Manage Complex Shifts
 - viii. Multiple Time IN/OUT
 - ix. Manage Holidays and Weekly Offs
 - x. Visit Punch
 - xi. Visit Distance
 - xii. Attendance Report and Summaries (Different Types)
 - xiii. Employee Wise Attendance
 - xiv. Attendance Summary reports on mail
 - xv. Department Wise Attendance
 - xvi. Monthly Attendance Calendar
 - xvii. Email and App Notifications
 - xviii. Export Attendance in xlsx, csv, xml format
 - xix. Employee Tracking
 - xx. Advance Filtering
 - xxi. Phone, Chat and Email Support
 - xxii. Approvals
 - xxiii. Mail Alerts
3. **Key Requirements:**
 - i. User-Friendly Interface: Easy-to-use interface for both HR administrators and employees.
 - ii. Scalability: Ability to scale as per organizational needs.
 - iii. Security and Data Privacy: Compliance with relevant data protection regulations.



The Bhagirathi Cooperative Milk Producers' Union Limited
(A Govt. of West Bengal Project)

- iv. Reliability and Uptime: Accessible on multiple devices with high reliability and uptime.
4. **Payment Terms:** Negotiable as per terms of supplier.
5. The last date of bid submission shall be 12.11.2024 at The Bhagirathi Cooperative Milk Producers' Union Limited, Feeder Dairy Panchanantala, NH-34, Chaltia, Berhampore Murshidabad Pin-742165.
6. For any dispute between the service provider and the Milk Union the decision of the Milk Union shall be final and binding.
7. The Milk Union reserves the right to accept or reject any offer at any point of time or to cancel the entire tender without assigning any reason thereof.

Sd/-
Managing Director
The Bhagirathi Milk Union

Copy forwarded to:

1. Official Website File (www.bhagirathimilk.com)