

**MINUTES OF THE PREBID CONFERENCE MEETING HELD ON 18.08.2017 AT CONFERENCE HALL AT ADMINISTRATIVE BUILDING IN BHARATIYA RESERVE BANK NOTE MUDRAN PVT. LTD, MYSURU.**

**Ref: NATIONAL COMPETITIVE BID TENDER No. 035/MYS/MMD/2017-18 dated 28.07.2017 FOR SUPPLY, INSTALLATION AND IMPLEMENTATION OF PAYROLL AND HRMS SOFTWARE PACKAGE FOR BRBNMPL ALONG WITH AMC FOR 5 YEARS**

In response to the Tender referred above, some of the prospective bidders have submitted their queries. The queries were discussed in the pre-bid meeting.

The details of the queries along with response of BRBNMPL is given below:

Sl. No.	QUERIES RAISED BY PROSPECTIVE BIDDERS	RESPONSE FROM BRBNMPL
1	What is the number of the Person/Employee is in the Payroll system	We need 1225, 50, 1225 employees License respectively in the three softwares (MYSORE / BENGALURU / SALBONI).
2	This Payroll system is only Permanent/Salaries Employees or Temporary Workers are there.	The payroll is for employees on contract / permanent / trainee / probationer / on deputation
3	What is the volume of data for Migration	Last three year's SALARY, ATTENDANCE, Data
4	How many years payroll is running	Six years
5	Govt. of India, as part of Make-in-India initiative, they have awarded many growing companies under their START-UP programme. We are one of their start-up as well MSME certified company. With this Start-up Certification and as per Start-up policy laid out by Govt. of India, we are entitled for the following benefits: No Prior Experience is mandatory No Turnover criterion is mandatory All EMD are exempted The above is not specifically mentioned in the Tender Document, please clarify.	As per terms and conditions of the tender exemption for EMD is extended to NSIC registered bidders. Rest of the Criterion shall be evaluated as per the terms and conditions stipulated in Tender No. 035/MYS/MMD/2017-18 dated 28.07.2017
6	With respect to the Scope, we understand that the implementation will happen at 3 locations at their respective offices.	Yes
7	Does it mean, there would be 3 independent servers which will access their respective locations data within their intranet?	Yes, Independent three servers
8	Is Consolidation of all data is expected at HQ?	NO. Not Required
9	Or hosted (or in the cloud) in a common server and access to the locations through Internet?	There will be three independent servers. One each at every location.

10	If the expectations of online approval of different locations at HQ then it requires a common database and a common server. Then having different servers will conflict the expectations? Is our understanding right? Clarify the above	Common database and a common server is not required.
11	Does all these 3 locations (entities) having different PAN numbers? The filing return of Income Tax etc., are independent in each locations?	The PAN number is same. However filing of income tax is location wise. However, TAN & GST is different.
12	Most of the Employee's related information / issues are asked to report through Email as per your tender. However, if we give a full-fledged Employee Self-Service portal wherein every employee will have an independent login credentials and can review, ask and access all the required and relevant of their own information, would it suffice? Clarify please	Email- facility is required.
13	One of the thought process of migration and implementation, can we look from lower employee count to higher employee count locations? Assuming that the Bangalore is least, followed by Salboni and Mysore, the implementation can also work on the same pattern. The reason is that the 1st two centres having less employee count and hence the migration becomes quicker and also can test all the rules, policy adherence and importantly the adoption. And with this experience, converting the larger unit becomes much more effective. Do share your thoughts on this issue.	The implementation starts from Mysore, After successful implementation at Mysore, implementation at other locations will be done.
14	Does the accommodation shall be provided by BRBNMNPL during the entire implementation phase (System Study, Data Migration, Configuration, Training, Go Live) at all three locations? Please re-confirm	Accommodation shall be provided subjected to availability
15	Data Migration is expected from the Jan 2015, do you anticipate any pay commission changes; has the new pay commission arrears have already been implemented.... will we be processing salary with the new pay commission rules ?	The salary revision has already been implemented. The salary will be processed in the new set of rules as per our office pay rules which has reference from VII Pay commission.

16	Each installation will be at the respective sites - Mys, Blr & Salboni.... do the employees get transferred from these sites to other sites.... should each reporting be a new employee ID?	Employees are transferred with same employee number. Last pay certificate and history has to be issued for the employee on transfer.
17	Point 2 in page 38: import provision... can we know why these imports are required for payroll processing.... do you require to import data only of the final selected candidates for employment or even the called, interviewed, missed etc...?	The called, interviewed missed candidate data is required for recruitment module. The payroll processing will need only final selected candidate.
18	Going by the statement mentioned in page No.40 "Provision to specify various categories of employees such as permanent/ contractual/ trainee/ probationer /officiating/on lien etc.' do we have different pay structures, rules to be defined for - Perm, Contract, Trainee, Prob...?	Yes, we have different pay structures and leave- rules.
19	Point 3 under Attendance page No.41 are we required to capture day to day login and logout time for each employee biometric swipe?	You have to import this data from our existing biometric system SQL tables.
20	Page 42 what do you mean by 'Provision to create Attendance policy with varying rules employee wise / section wise/group wise to accommodate future changes'	The difference in the shift timings and holidays, weekly-offs employee-wise, section-wise, and group-wise.
21	Provision to calculate Sec 89 benefit - How the current process of the same is being followed and what do you expect from the new system. Clarify more	Presently this is done manually. System is expected to give results as per IT Act.
22	Reason for moving away from the existing payroll package? - Helps us to understand the expectations from the proposed new system.	The existing software is outdated and does not work on latest hardware.

Details of Contact person in BRBNMPL regarding this tender:

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