

Terms of Reference on

Intranet Portal for Human Resource Management

Background

National centre for Sustainable Coastal Management (NCSCM) is an autonomous research institution under Ministry of Environment and Forestry, instituted to Promote sustainable coasts through increased partnerships, conservation practices, scientific research and knowledge management for the benefit and wellbeing of current and future generations.

A web based Human Resources software is planned to put in place to meet the day to day operational needs of the organization.

The present Terms of Reference (TOR) deals with the software specification and call for the Software vendor who would help NCSCM in developing and implementing a web based Human Resource Management system at NCSCM

Objectives

- To manage basic human resource management functions
- To ease out employee interaction with HR department with reduced turnaround time and improved efficiencies
- To establish a better communication system with the employees

Services defined

- Vendor Company is requested to understand the requirements of NCSCM in detail and implement the HR software for the given specifications

Scope of the Work

The functionality involve basic Human Resource functions like Personal Details, Payroll Management, Attendance management, Leave Management, Employee Directory, Employee Self Service, Expense Management, Alerts and Announcements, Travel Management and Tapal Management, Request Management.

It covers the work flow, organizational chart, department management and includes the general functionalities like User Management, Security, Role Management, Audit Log and communication management.

Deliverables at the end of the project

- ✓ A web enabled basic Human Resource Management software
- ✓ Support for 3 months for any bug fixing
- ✓ Must be able to deploy the requested Software in 2 weeks' time with the required customizations
- ✓ Vendor Shall also handover the source code of the application and user manual upon the final payment

Eligibility

The interested software development companies should have the following

- Must have the product readily available for the demo
- Should have the Knowledge of Human Resource management systems and have developed a similar kind of HR system else where
- Must have worked with any of the government organizations / institutions - under the State or Central Government of India

Data security

All material and information which has or will come into the possession and knowledge of each in connection with this agreement or performance hereof, consists of confidential and proprietary data, whose disclosure to or use by third parties will be damaging. Therefore, Vendor Company should hold such material and information in strictest confidence, not to make sure not to release or disclose to it to any other party. The vendor or its personnel shall not keep copies of data, images, data collected etc. for this project.