



**THE DIST. CO-OPERATIVE CENTRAL BANK LTD.,**  
జిల్లా సహకార కేంద్ర బ్యాంకు లిమిటెడ్    जिल्हा सहकार केन्द्र बैंक लिमिटेड  
**MAHABUBNAGAR.**    మహబూబ్‌నగర్    महबूबनगर - 509 001.  
(Government Partnered Bank)    RBI Licence No: RPCD(H)COOP/20/05.08.03/2011-12

### CALLING TENDER NOTICE

#### **Sealed Quotations are invited from vendors to provide HRMS & Payroll system to DCCB Mahabubnagar**

The District Co-operative Central Bank Ltd., Mahabubnagar invites sealed from vendors to provide HRMS & Payroll system to DCCB Mahabubnagar as per the specifications provided by the Bank. Sealed Quotations to be submitted at: The District Co-operative Central Bank Ltd., H No.1-6-144/5A, Post Box No. 14, District Court Road, Mahabubnagar.

- For more project details log on to <https://mahabubnagardecbmbnr.bank.in>
- Starting date of submission of bids is 03.06.2026.
- Last date for submission of bids/ quotations is 11.06.2026 time:2.00PM.
- Bidding Opening date: 12.06.2026 time: 4.00PM.
- For queries contact 9912222653.
- Bank's decision will be final in the Tender process.

  
Chief Executive Officer (I/c)

Chief Executive Officer  
DCCB Mahabubnagar.



**THE DIST. CO-OPERATIVE CENTRAL BANK LTD.,**  
జిల్లా సహకార కేంద్ర బ్యాంకు లిమిటెడ్      जिल्हा सहकार केन्द्र बैंक लिमिटेड  
**MAHABUBNAGAR.**      మహబూబ్ నగర్      महबूबनगर - 509 001.  
(Government Partnered Bank)      RBI Licence No: RPCD(H)COOP/20/05.08.03/2011-12

## TENDER NOTICE

We hereby call the sealed quotations from the vendors to provide HRMS & Payroll system to DCCB Mahabubnagar.

HRMS & Payroll system features ,conditions, eligibility criteria, terms & conditions for the HRMS & Payroll system for further processing features and HRMS and Payroll system has been mentioned below.

### Features:

### Architecture:

- + Web-based, anytime, anywhere access with internet connectivity.
- + Built on a robust Microsoft technology stack
- + Role-based security and user access controls
- + Audit Trail for all Transactions
- + Integration with biometric and third-party systems
- + Real-time Dashboards & Reports
- + Email alerts at various levels
- + Data import/export capabilities
- + Report export options (PDF, Excel, Word)

### Application:

#### ❖ Administration

The administration module offers users the possibility to define different levels of access to information in the application, by defining specific groups of users.

- User Groups can be created
- Users can be assigned to specific user groups depending on the roles
- Define n levels of Organization Hierarchy
- Define branches and map with the hierarchy
- Create Company information with required Statutory Information
  
- Can be integrated to Accounts module by defining groups and ledgers.
- Holidays can be defined State and branch level with financial year.
- Define system security parameters

#### ❖ **Employee Management**

Employee management involves recruiting, tracking employee histories, skills, abilities, salaries, and accomplishments.

- Employees can be created either through Recruiting and On boarding Module or manually
  
- HR can record Employee General Information, Personal Information, Contact Details, Qualifications, Skills, work experience, family details and nominees.
- Employees import can be used to add more than one employee.
- Excel uploads for UAN Nos, ESI Nos and Nominee details
- Year wise Asset declarations

#### ❖ **Document Management**

Document Management involves filing up of documents concerned with employee and company

- Document management allows user to store and share generic documents like policies, holiday's list for better employee communication under Circulars and Policies.
- Confidential documents can be stored under HR and Employee Documents.

#### ❖ **Employee Asset Declarations**

- Capturing employees Assets year wise / During the year with acquired, disposals and net holdings

#### ❖ **Perks and Allowances**

- Create perks and allowance types based on frequency

- Mapping of perks and allowances department wise / Designation wise
- Define limits department wise / Designation wise
- Multi-level Approvals
- Bills download and upload
- Scrutiny of submitted bills with actual values
- Payments with Approvals

#### ❖ **Employee 360 View**

- Below are the key features of employee 360 view
- Employee Details
- Personal details
- Family Details
  
- Nominee Details
- Security deposit details
- Academic Qualifications Details
- Professional Qualification Details
- Promotion Details
- Transfer Details
- Work Experience Details
- Training Details
- Salary Hikes Details
- Loans Details
- Advances Details
- Performance Appraisals Details
- Disciplinary Details

#### ❖ **Reminders & E Mail Alerts**

- Email notifications will be sent automatically across the application.
- Birthday, welcome mails and service anniversary mail configurations

#### ❖ **Budgeting**

Budget Module makes management and tracking of revenues and expenses with department wise / Cost Centre wise.

- Cost Center wise / Department wise salary budgets can be allocated
- Can view budgeted vs Actual

#### ❖ **Asset Management**

Asset Management module helps ensure that assets are maintained safely and relevant asset information can be linked to related records

within the module.

- Create Assets information
- Assets can be issued to employees
- Asset Handover
- Asset Transfer from Employee to Employee
- Asset Maintenance

#### ❖ **Performance Management System**

Performance Management is a continuous process where managers and employees work together to plan their KRA's to meet organizational goals.

- Flexibility to define n number of KRA's and Approval Mechanism
- Monitor and Review of planned KRA's Half yearly and Annually.
  
- Employee can update their comments against planned KRA's, and other objectives like Trainings attended and Core competencies.
- Interlinking of Increments and arrears computation.
- Dashboard to view the last year appraisals and compare the current year appraisals

#### ❖ **Recruitment and on Boarding**

This module is equipped with recruiting of employees from pre-defined job description to CEO approval.

- Pre-defined job descriptions
- Option to have multiple requisitions with approvals
- Chance of having Notifications through different sources
- Can enter Applicants information, for more than one record can use bulk upload.
- Tracking of employee skills through online and offline assessments tests.
- Schedule interviews
- Selecting the employees through different stages of verifications and approvals.
- Can do background Verification

#### ❖ **Expenses Management**

This feature provides us to define different expense types and track the employee Expense when they claim them.

- Flexibility to define expense types
- Adjust expenses against Advances taken
- Claim Expenses by uploading bills
- Configurable approval Mechanism.

#### ❖ **Travel Expenses**

This feature provides us to track the employee travel expenses based on the travel type and expense type.

- Facility to employee to raise the expense request
- Fetching the details of the travel type and expense type based on the mater setup
- Approval mechanism followed by accounts approval.

#### ❖ **Employee Transfers and Approvals**

This feature contains transfer of employees from one branch to another branch where both employee and as well as manager can do it.

- Employee can request for transfer or provide preferences
- Manager can request for their reportee's transfer
- Deputation
- Bulk upload
- Approvals
- Generating of transfer letters.

#### ❖ **Employee Promotions**

This feature gives us to promote the employees from one designation to another.

- The reporting manager can recommend for promotion.
- HR himself will promote the employee.
- Bulk upload
- Following Approvals.
- Generating of promotion letters.

#### ❖ **Training**

Training module is meant training of existing employees with new courses.

- Quick and easy registration of training with approvals
- Tracking of attendance with feedback

- Pre-defined courses with questionnaire.
- Scheduling the Exams as per the courses to evaluate the skills.

#### ❖ **On line Examination**

This Feature is meant to conduct online examinations to all the employees through the employee self-service portal ESS.

- Can conduct Online Examinations through Branch wise.
- Provided with different levels to go through
- Intimation of examinations by having the date and time of examination.
- Tracking the results through evaluation screen.

#### ❖ **Grievance and Disciplinary Actions**

This feature provides details provisions for dealing with grievance and disciplinary matters. In cases of serious misconduct, it is appropriate to proceed straight to disciplinary action by consulting with Employees

- Raising of grievance followed by the necessary actions to be taken.
- Checking the severity of the grievance raised and taking the disciplinary actions
- Followed by Approvals.
- Create Disciplinary Action like (Warning, Show Cause, Suspension, Termination)
- Email alerts to employees upon approvals.

#### ❖ **Unlimited Pay Categories**

This product has a feature of creating N number of categories and components

- Flexibility to add n number of salary components
- Define Taxable and Non Taxable Earnings for income tax calculation
- Define pay slip / non payslip components

#### ❖ **Attendance Management**

Attendance Management system provides real time integration with all attendance devices like Biometric.

Flexibility to build an organizational structure to match its time-attendance hierarchy.

Attendance capture from varied sources

- Record real-time attendance
- Capture attendance from the ESS portal
- Capture attendance from third-party hardware.
- Automatic daily attendance processing
  
- Event notifications
- Attendance regularization workflow
- Month-end HR review and finalization facility
- Manual override facility
- Paid days/bulk upload
- Attendance consolidated reports

#### ❖ **Leave Management**

Leave Management encompasses the processes employees use to request time away from work and supervisors use to grant or deny leave based on organization policies.

- Leave rules can be defined
- Facility to setup Employee wise leaves
- Leaves credit pro-rata basis
- Carry forward facility for balance leave
- Encashment of Leaves
- Compensatory Offs

#### ❖ **Loan & Advance Management**

This product has a feature of giving loans and advances to the employees

- User definable Loans and Advances
- Supports Interest Types like Flat and Decline
- Collections will be deducted in Salaries
- Tracking of loan status through employee portal.
- Preclosure of Loan and Advances
- Maker and Checker for Approvals

### ❖ **Over Time Management**

This product has a feature of calculation overtime wages and payments process

- Defining Setup , no of hours min and max for applicability
- Excess of max hours in a month considering for Comp Off credit
- Wages Calculation
- Requests, recommendation, sanctions and payments

### ❖ **Other deductions and Earnings**

This feature enables to capture employee personal earning and deductions if any

- Defining Sections for considering of earning/deductions to consider of income tax exemptions
- LIC deductions, personal loans
- Considering for income tax calculation

### ❖ **Capacity Building**

Provision to the employee to request for their capacity building in context of higher studies

- Requisition of Reimbursement or release funds for Pursuing with course, amount and duration details
- Semester wise part payment requisitions
- Approvals and payments

### ❖ **LTC**

This feature allows employees to claim travel expenses for approved journeys as per company policy, automates eligibility checks, claim submission, and reimbursement tracking

- Defining block periods, designation wise distance, mode of travel setup
- Defining hierarchy level of approvals
- Availment or Encashment Requisitions
- Family details provisioning
- Approvals and Sanction

#### ❖ **Separation, Full & Final Settlement**

This comes in to the picture when an employee puts down his/her paper in order to resign from his/her respective job. EXIT interview is conducted through the HR and No Dues Certificate will be issued from his/her immediate boss.

- Raising of resignation request followed by retraction process.
- Auto calculation of Full and Final Statement by considering Notice Period, Leave Balance, Loans and Advances, Gratuity and any other deductions
  
- More than one employee, users have an option to upload the excel for Full and final cases.
- Exit Interview
- NOC from Accounts, IT Department and Admin Departments
  
- Generation of Full and Final Calculation Sheet
- Maker and Checker for Approvals.

#### ❖ **Payroll Process**

A payroll process is managing the payment of salaries by a company to its employees. The process typically involves the below points.

- Override facility for any salary component
- Salaries can be processed employee wise, Branch wise and all employees
- Salary on Hold and Release
- Pay slip generation and auto email facility to employee
- Maker and Checker for Approvals
- Previous month adjustment via Adhoc process, separate payslip generation
- Integration with Accounts module

#### ❖ **Appraisals**

Appraisal are meant for assigning new CTC or hike for the employees

- Increments can be new CTC wise or % wise or through Performance Management System.

- Arrears Calculation Retrospective effect.

#### ❖ **User definable Reports**

- User defined reports with the option to choose available fields

#### ❖ **Professional Tax**

- User definable state wise slabs
- Professional Tax Challan

#### ❖ **Income Tax Management**

- User definable slabs
- Provision to define New Tax Regime Employee wise.
- Income Tax Projections – auto calculation of Exemptions and Deductions and compute TDS for monthly deductions
- Auto calculation of TDS during salary process
- Payment of TDS to government
- Generate Form 16 and auto email facility to employee

#### ❖ **PF (CPF) & ESI**

- User defined Percentages for Employee and Employer
- Applicability check at Employee Level and Options to limit maximum salary for PF deduction
- Challan Generation for direct uploading on PF/ESI Websites
- Auto generation of ECR file.
- Statutory Reports – PF Challan, ESI Challan and Registers.

#### ❖ **LWF (Labour Welfare Fund)**

- User definable and state wise amounts (Employee and Employer)
- LWF Payment
- LWF Report

#### ❖ **PF Trust**

**Below are the key features of PF Trust.**

- Percentage of Employee and Employer contributions:
- Pay elements for PF
- Pension Contribution (EPS-95)

- PF Contribution Cards
- Employee own, voluntary and Employer contributions
- Refundable and Non Refundable Loans and Eligibility setup
- Taxable and Non Taxable Segregations
- Interest declaration (Yearly)
- PF Interest Trial Run
- Trust Fund Management
- Investment Pattern
- Final Settlement

## ❖ Reports

### HRM

- Assets List
- Assets not assigned to Employees
- Employee Assets
- Employee - No PAN Number
- Employee - Personal Details
  
- Employee - Phone Number Details
- Employee - Contact Information
- Employee - Bank Details
  
- Employee - Birthday List
- Employee - Blood Group Details
- Employee - Address Details
- Employee - Education Details
  
- Employee - Family Details
- Employee - Joining and Confirmation Details
- Employee - Full Data
- Employee - No Salary
- Employee ESI and UAN Details
- Employee List
- Employee Superior Report
- HRM Budget
- Transfer Report
- Employee age report
- Employee confirmation report
- Employee PF dependent report
- Level Masters
- Location wise training calendar report
- PT Slab wise report
- Confirmed Employee report
- Candidate Master report

## Payroll

- Attendance Paid Days
- Attendance Register
- Employee Leave Status for a Period
- Employee Leaves Balance as on date
- Employee Leaves for a Period
- Employee Advances Pending List
- Employee Advances Sanctioned List
- Employee Loan Disbursed Details
  
- Employee Loan Schedule
- Employee Collection Report
- Employee Month Wise Loan Paid Amount
- Hold Salary Details
- Salary Hold Report
- Salary Release Report
- Pay Category Details
- Employee Salary Details
- Employee Appraisals
- Employee Increments
- Employee Status for a Month
- Payslip
- Cumulative Payslip Financial Year
  
- Salaries Department and Designation wise
- Salary Register
- PF Statement
- PF Challan
- ESI Statement
- Professional Tax
- Professional Tax Challan
- Employee Salary - Hold
- Employee Salary Bank Statement
- Salary Summary of the Month
- Employee TDS Deducted for a Month
- Employee TDS Balance
- Employee TDS Paid for a Month
- Employee TDS Deducted Details
- Tax Declaration
- Income Tax - Employee Investments – Declaration
- Income Tax - Employee Investments – Actuals
- Tax Computation
- Form 16
- Exit Interview
- Full and Final Approval List
- Full and Final Pending List

- Full and Final Settlement Approval Data
- Full and Final Settlement Pending List
- Full and Final Settlement Statement
- Full and Final Statement

### **Employee Self Services (ESS) Portal**

This module enables employees to securely access and manage their personal, attendance, leave, and payroll-related information, improving transparency and self-service efficiency.

#### ❖ **Employee Features**

- Access and manage personal and employment information
- View company policies and statutory documents
- Apply for Leave, Loans, Advance, OT, Expenses, LTC, Graduation increments, Leave Encashment and Perks and allowances declarations
- Submit requests for Permission, Compensatory Off, and Attendance Regularization
- Submit investment declarations and upload proof documents for tax processing
- View payslips, leave balances, and leave status
- Track status of all submitted requests

#### ❖ **Manager Features (via ESS Portal)**

- View team (reportee) information
- Approve or reject employee requests (Leave, Attendance, Loans, etc.)
- View request history and status

### **HRMS Mobile APP Features**

#### ❖ **Employee Self-Service (ESS)**

- My Profile
- Attendance Request
- Leave Request

- Resignation Request

#### ❖ **Manager Self-Service (MSS)**

- **My Team**
- Attendance Approval
- Leave Approval
- Leave Approval History

#### ❖ **Governance**

- Whistle Blower

❖ **Advanced Features**

- Video Attendance
- Capturing of Lat Long

❖ **Reports**

- Attendance
- Leaves
- Payslip

**Bank Terms & Conditions for Procurement of HRMS Software as mentioned below**

- The HRMS software shall meet all requirements of the Bank relating to employee records, attendance, leave management, payroll, increments, promotions, transfers, retirement benefits, and MIS reports.
- The software shall be supplied, installed, tested, and commissioned successfully at Head Office / branches as per Bank requirements.
- The vendor shall provide complete data migration support from existing system/manual records to the new HRMS platform. The software must ensure complete confidentiality, integrity, and security of employee data with role-based access controls.
- The system shall comply with all applicable banking, labour, statutory, and tax regulations.
- The vendor shall provide user training to Bank staff and administrators without additional cost.
- Free warranty/support shall be provided for the agreed period from the date of successful implementation.
- During warranty/AMC period, bug fixing, upgrades, and technical support shall be provided promptly.
- The software shall include regular data backup and disaster recovery mechanisms.
- Payment shall be released only after successful implementation, satisfactory performance, and submission of invoice as per Bank norms.
- The Bank reserves the right to accept or reject any quotation without assigning reasons.

- Delay in implementation beyond agreed timeline may attract penalty as decided by the Bank.
- The vendor shall not share Bank data with any third party under any circumstances.
- The Bank reserves the right to terminate the agreement in case of poor performance, breach of confidentiality, or violation of terms. Any disputes shall be subject to the jurisdiction of courts at the Bank Head Office location.

### **Terms & Conditions**

- Application fees of Rs.2000/-(non-refundable) can be paid through DD in favour of "The District Co-operative Central Bank Ltd., Head Office, Mahabubnagar vide DD No. \_\_\_\_\_, Dated: \_\_\_\_\_ or NEFT details mentioned below.

NEFT in favor of:

The District Co-Operative Central Bank Ltd., Mahabubnagar

A/c no: **140120100000004**

IFSC Code: **TSAB0014001**

Branch: **Head Office, Mahabubnagar**

- Bidders need to have class 3 Digital Signature Certificate along with signing and Encryption.
- Starting date for submission of sealed quotations is 03.06.2026 time: 10.30 a.m. Last date for submission of bids is 11.06.2026 time: 02.00 p.m. Bidding Opening date: 12.06.2026 time: 04.00 p.m. Terms and conditions apply.
- Bids will be received sealed quotations up to 11.06.2026 2.00pm The tenders will remain valid for a period of 90 days from date of opening.

- All the corrections and alterations made while filling the tender must be attested by initials of tenders. Overwriting is not permitted.
- Joint tenders shall not be considered.
- Bank's decision will be final in the tender process.

**Place: MAHABUBNAGAR**

  
**Chief Executive Officer(I/c)**  
Chief Executive Officer  
OCCB, Mahabubnagar.