

**REQUEST FOR PROPOSAL FOR PROCUREMENT OF HUMAN RESOURCE MANAGEMENT (HRM)  
SOFTWARE**

Union Asset Management Company Private Limited (Company) hereby makes a request for proposals for procurement of Human Resource Management Software (HRM).

**A. MINIMUM ELIGIBILITY CRITERIA FOR SELECTION OF HRM SOFTWARE VENDOR  
(Refer Annexure I- General Eligibility Criteria)**

<b>Sr. No.</b>	<b>General Eligibility Questionnaire</b>	<b>Supporting Documents Required</b>	<b>Comments indicating Yes or No</b>
1	The Vendor should be a Government Organization/ PSU/ or a Limited Company/ Private Limited Company under companies Act, 1956 India	Certificate of Incorporation	
2	The Company should have been in existence for a minimum period of 3 years in India with support offices in Mumbai	Certificate of Incorporation	
3	The Vendor Must not be blacklisted / debarred by any Statutory Regulatory Authority on the date of bidding	Letter of Confirmation (Self-signed letter signed by authorized official of Vendor)	
4	The vendor should provide minimum three references of Existing Clients from BFSI segment.	Necessary proof for references	
5	The vendor should have reported Profit in the Company Balancesheet for FY 2018-19	Copy of the Balancesheet for FY 2018-19	
6	The vendor/Firm must be prepared to provide offline as well as online support to the AMC HR staff during software implementation and provide support subsequently post implementation	Confirmation required indicating Yes or No	
7	For any tool proposed to be used or deployed by the vendor for carrying out the assessments, the vendor should be fully compliant with the licensing and intellectual property schemes.	Copy of the relevant documents	

**B. REQUIREMENTS**

Company reserves the right to select the most suitable Vendor meeting the requirements as per the Internal Assessment criteria comprising of functional/technical and commercial requirements. For Functional and Technical Requirements of the Company (refer Annexure II).

**C. COMMERCIALS: (refer Annexure III - Commercial)**

No	Particulars	Year 1 (Rs)	Year 2 (Rs)	Year 3 (Rs)	Total (Rs)
<b>I</b>	<b><u>Software / License Cost:</u></b>				
1	Software / License per user Cost for 200 employees headcount				
2	Software per user license cost for additional headcount above 200 upto 300 users				
3	Software per user license cost for additional headcount above 300 upto 500 users				
4	Integration Cost with Expensing and Time Attendance Software				
5	Any Other Cost				
	<b>Total Software / License Cost</b>				
<b>II</b>	<b><u>Implementation Cost:</u></b>				
6	One Time implementation Cost - Software				
	<b>Total Implementation Cost</b>				
<b>III</b>	<b><u>Annual Maintenance Cost:</u></b>				
7	AMC for Software's / Licenses				
8	Any Other Cost				
	<b>Total Maintenance Cost</b>				
	<b>Total Cost without Taxes (Rs)</b>				
	<b>Add: Taxes (GST or any other taxes)</b>				
	<b>Total Cost with Taxes</b>				

**D. LAST DATE FOR SUBMISSION OF OFFERS:**

Vendors interested in submitting proposals should submit their proposals through email to [rfpresponse-hr@unionmf.com](mailto:rfpresponse-hr@unionmf.com)

- Commencement of issue of RFP : January, 21<sup>st</sup> 2020
- Last date for receipt of Responses : January, 31<sup>st</sup> 2020

**E. CONTACT DETAILS:**

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