



महाराष्ट्र पदव्युत्तर वैद्यकीय शिक्षण व संशोधन संस्था मआविवि, नाशिक
MAHARASHTRA POST GRADUATE INSTITUTE OF EDUCATION & RESEARCH M.U.H.S., NASHIK
Civil Hospital Campus, Trambak Road, Nashik

E-mail : mpgi@muhs.ac.in

MUHS/MPGI/NASHIK/ /2025

Dt:- 16/10/2025

CALLING QUOTAION

To,

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Sub:- Quotation For Development & Implementation of Pay Roll Management & Accounting Software for MPGI institute

Ref:-1 Govt. GR. MED/2020/PK/21-20/Edu, -1 dt:- 05/04/2021

Sir,

As Per above Subject, Maharashtra Post Graduate Institute of Medical Education & Research, Nashik is Established by Govt. of Maharashtra vide GR at ref-1 and working under the aegis of Maharashtra University of Health Sciences , Nashik

The institute has around 150 faculties on various positions and about 200 P.G Students (Jr Residents) working in the institute .

The institute requires a comprehensive pay roll management software and Accounting Software for its operations. The brief requirements of the software are enclosed as per Annexure A & B. These requirements are illustrative and may require refinement while development and discussion on this project.

Accordingly quotations are called for following work of MPGIMER, Nashik

Sr.no	Name of work	Time schedule for Completion
01	Development , testing, and implementation of software for Pay Roll management	45 to 60 days
02	Development, testing, and implementation of comprehensive Accounting Software for the Institute	

Dean

(Addl. Charge)

MPGI,MUHS, Nashik

Dean

Maharashtra Post Graduate Institute of
Medical Education & Research MUHS Nashik

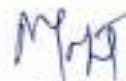
Terms & Conditions of Supply of Services

1. The Firm must have Established and working for at least 5 Year & above.
2. The firm should have adequate experience of handling development, implementation of comprehensive pay roll & Accounting management software and must have completed minimum 5 or more of such projects. Purchase / work orders must be attached.
3. Rates Quoted shall be inclusive of all taxes, cess etc, no additional amount Shall be paid.
4. The given work of development, implementation of pay roll management & Accounting software shall be completed primary development within 45 days, final testing & implementation within 60 Days.

In case of Failure to deliver the services Penalty @ Rs. 500 per day after 45 days of preliminary work and @ Rs. 1000 Per day after 60 Days period shall be charged & recovered from the invoice.

5. Your Quotation must be accompanied by shop Act , MSME, GST & other mandatory registration, & Software devolvment related Agency, Pan card Copy, Shop Act Registration (if applicable), Purchase/work orders of relevant experience and one cancel cheque for convenience of Payment .
6. Quotation shall be submitted in 2 bid System. Envelope - 1 shall contain all necessary documents as specified above and Envelope -2 shall contain quotation on your letter head stamped & singed. Rate for each Services shall be given separately. these two Envelopes be kept in the third envelopes marked "Quotation of Pay Roll, Accounting Software Services" and submitted to this office.
7. Quotation by post or by hand shall be summitted to this office up to **27/10/2025 up to 4.00 pm**, the same will be opened on the same day by **4.30 pm**, or at a latter date, the date & time will be communicated by phone. Quotation Submitted after due date Shall not be considered.
8. Payment will be made within 10 days from the date of receipt of invoice, and completion report by MPGI technical committee.
9. Payment shall be made only after completion of all work i) & ii) no advance or interim payment shall be allowed.
10. The Quotation addressed to The Dean, Maharashtra Post Graduate institute of Medical Education & Research , Civil Hospital Compound , Trimbak Road, Nashik and mention "Quotation for Development of Software Pay Roll management , Accounting."
11. The service Provider Shall not put his own terms & conditions while submitting his bid, such bids will not be considered.
12. The quoted price shall be inclusive of Software Development and one year on site free maintenance The bidder Shall provide AMC rates after first year free services for next five years, either as percentage of bid cost or yearly lum sum However this office reeves the right to accept or otherwise of the offer.
13. As per IT & other rules IT @ 2% (TDS) shall be deducted on payment above Rs, 30,000/- and 2% GST IT on payment above Rs. 2,50,00/- Shall be recovered from the Invoice.

14. Any legal dispute in the matter shall be subject to jurisdiction of Nashik Civil Court.
15. The institute reserves the right to modify, Amend, accept or reject all quotations without assigning any reason there for.
16. In agreement to the terms & conditions of this Quotation and work specification, The bidder must sign on copy of all pages of this Quotation notice and Work specification and enclose it in envelope one as proof of acceptance, else the Quotation may be rejected.
17. The bidder must have GST Registration , EPF, ESI Registration , Filed IT Returns up to last year and turnover of last 1 year minimum Rs. 50.00 lakhs & above, a certificate by CA has to be attached in Envelop 1.
18. The work involves high integrity & competence hence the institute reserves the right to accept the bid based on experience and standing of the firm, and not solely on cost consideration.



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Quotation

Software Development A) Pay Roll Management
B) Accounting Software

Sr. No	Description	Qty	Amount Rs.
A)	Development, testing, and implementation of software for MPGIMER comprehensive Pay Roll management System	01	
B)	Development , testing, and implementation of comprehensive Accounting Software for MPGIMER	01	
C)	Annual Maintenance Contract (After 2nd year onwards) A) Pay Roll management B) Accounting		

- i) Rates are inclusive of Cess , GST and all other takes.
- ii) Rates are for on site testing & implementation of the project.
- iii) Amc rates are inclusive of all amendments, modifications, trial, and smooth running of the software,

Sing :-

Name:-

Seal of the firm

Brief Requirement for Pay-Roll management & Account software

I) Software for payroll management of MPGI :-

MPGI is established vide Government of Maharashtra. **GR- MED-2020/CR-21/20/EDU-1** dtd. **05/04/2021**, it is working under Maharashtra University of Health Sciences . The pay roll for MPGI will comprises of the following staff –

- 1) Regular Staff – On time scale teaching staff
- 2) Senior resident – Bonded (Fixed pay)
- 3) Contract staff – Gross pay
- 4) Tutor – Gross Pay
- 5) Junior resident year 1,2,3 – time scale (PG Students Stipend)

The above categories pay requires all Standard deductions mandatory by law. The Pay Roll system shall be able to generate mandatory time bound reports and challans for operational convenience

The requirement of the pay-roll management are enumerated as below.

I) Web-Based Application Development as per Requirements

Payroll with Time Attendance Application

- HTML5, Bootstrap, CSS3, Professional & Responsive/Mobile Ready Design
- PHP, CodeIgniter 4, My SQL Database (Open source Secured Technology)
- Secured Development with Basic Internal Security Audit
- Reports

The Payroll software should be designed to handle various aspects of payroll processing in accordance with the Indian labour and tax laws. Some essential features that a comprehensive Payroll software should possess be accomodative.

1. Employee Information Management:

Maintain a database of employee information, including personal details, contact information, job roles, designations, and employment history.

2. Salary Calculation:

Automatically calculate salaries based on predefined salary structures, including basic salary, allowances, bonuses, deductions, and overtime. (if any)

3. Attendance Management:

Track employee attendance, leaves (sick leave, casual leave, paid leave, etc.), and late arrivals to ensure accurate calculation of wages.

4. Statutory Compliance:

Automatically calculate and manage statutory deductions like Employee Provident Fund (PF), NPS, Employee State Insurance (ESI), Professional Tax, Income Tax, and other MPPI Office -specific deductions.

5. Leave Management:

Allow employees to request leaves, track leave balances, manage approvals, and handle encashment if any or carry forward of unused leave days as per MPPI norms.

6. Taxation and Forms:

Generate Form 16 for income tax purposes, as well as other necessary tax-related forms like monthly, Quarterly challans of EPF, IT etc. required by government authorities. Various Letters i.e. Experience, Reliving, Employment/Joining etc.

7. Reports and Analytics:

Provide comprehensive reports on payroll summary, salary breakup, tax calculations, attendance, leave history, and other relevant insights.

8. Integration with Attendance Devices:

Integrate with biometric attendance systems or other time-tracking devices to automate attendance data input.

9. Expense Reimbursement:

Manage reimbursement claims for expenses such as travel, medical, and other allowances.

10. Loan and Advance Management:

Handle employee loans and advances, including tracking repayment schedules and deductions.

11. Customizable Salary Structures:

Allow flexibility in defining salary components, deductions, and allowances to accommodate varying pay structures across different roles and levels. CTC Fixed pay., and Students stipend etc.

12. Bulk Processing:

Process payroll for multiple employees simultaneously, saving time and reducing errors.

13. Employee Self-Service Portal:

Provide employees with access to view their payslips, tax declarations, leave balances, and submit requests for various HR-related matters.

14. Auto-Generation of Bank Files:

Generate files for direct salary deposits to employees' bank accounts, compatible with major banks' formats. and or auto updation for net banking devices.

15. Regular Updates:

Stay updated with changes in tax laws, labour regulations, and statutory requirements to ensure compliance.

2) Android Application Development

Designing an Android application for payroll including features to ensure efficiency, accuracy, and user-friendliness.

Here are some essential features to be included in the software.

- **Time Tracking:** Track working hours accurately to calculate regular and overtime pay, providing transparency and fairness in compensation.
- **Leave Management:** Include a leave management system for employees to request time off, and for HOD's to approve or deny these requests. Also employees can see the balance leaves.
- **Employee Self-Service (ESS):** Provide a portal for employees to access their payroll information, view payslips, tax details and update personal details.

- **Compliance and Security:** Ensure compliance with data protection laws and industry regulations, and implement robust security measures to protect sensitive payroll data.
- **Mobile Accessibility:** Design the application with a responsive and mobile-friendly interface for easy access on various Android devices.
- **Patrolling:** Employee/Guard Patrolling & Notification (QR code can be generated from Admin Panel).
- **Attendance Approval:** Monthly Attendance Approval by Employee.
- **Native Android Development.**
- **Web Services development.**

Annexure – B

II) Software for accounting of MPGI: -

MPGI being working under university and funded by the university but probably will be funded by government of Maharashtra in future, the accounting structure shall be inclusive of the following facilities. Please note that the list is suggestive and not exhaustive and basic accounting structure inclusive of all Govt. Norms and various tax regulations shall be considered while making the software. Also required necessary applications which may come across while designing the software shall also have to be incorporated in the custom-made software for MPGI.

MPGIMER's Accounts Procedure: -

1. Budget: Yearly budget requirements are called from all the departments. After scrutinizing, budgeted figures of receipts and expenditures are compiled. After budget discussion is done in the University's Budget Committee. The final budget is submitted to the Finance & Accounts Committee, Management Council, and Senate meeting for approval. Find approved budget to be incorporated in the accounting to keep track & check on receipt & expenditure.

2. Receipts: Student Section collects the demand drafts of each student's admissions and other fees. After admission confirmation, all DDs are deposited to MPGI's Fees A/C. Separate module for receipt shall be available to prepare receipt in different section.

3. Expenditure: Salary, stipend, daily office expenditure, office purchases, and payments. Bills are scrutinized as per norms and passed for payment. The system should be able to prepare vouchers, issue check & account for other financial payment.

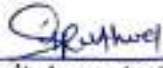
4. Accounting: Accounting of all receipts and expenditures. Preparation of Cash Book/Bank Book, receipt payments account, Income & Expenditure Account and Balance Sheet, shall be done by the software.

5. Bank Transactions: Keep watch on all receipts and expenditures transactions. Preparation of Bank Reconciliation Statement, after incorporating on site bank statement to the accounting system,

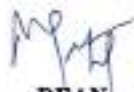
6. Stock Register: Every item purchased is to be entered in the stock register, and fixed assets purchased are to be entered in the dead stock register and tracked accordingly. The accounting software should have provision for the same.

7. Accounting of salary, stipend etc: The accounting software shall enable to accommodate various salary structure in its accounting and stipend payment. (Accounting only- Pay-Roll management is not included in this software)

8. Trial balance, Daybook, Stock book, receipt & payment A/C income & expenditure account and balance sheet: The accounting software shall enable to draw all account as above on any given date and shall be able to draw comparative analysis for various financial years.


Assit. Accountant


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