

Expression of Interest (EOI)

Notice Inviting Expression of Interest for HRMS (Web & App)

Invitation date: 15th June 2021

Deadline for applications: 28th June 2021

Link to Apply- <https://forms.gle/gQEp1zEQKGwqMJfcA>

Project Duration: 01st July, 2021 – March 31, 2024

I. Background

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work. In 1944, it was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956.

Since its inception, the Vision of the TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all.

Saksham (which means “making capable” or “Self-Reliant” in Sanskrit) is a Tata Institute of Social Sciences project with Central TB Division, Ministry of Health & Family Welfare, Government of India with special focus on MDR & XDR TB in state of Maharashtra, Karnataka, Gujarat & Rajasthan through structural and psycho-social support interventions.

Saksham has approx. 250 employees on board. We are looking for service providers to automate our HR function with minimal manual intervention to enhance the effectiveness and efficiency of the institute at large.

II. Minimum Expected Features in HRMS

A- Core Function

- Employee Profile & Timeline
- Employee Directory & Organization graph
- Document Storage & Generation
- Standard Employee Onboarding
- Standard Employee Offboarding (F&F)
- Standard Workflows & approvals
- Standard Access Roles
- Medical Insurance Management

B- Attendance & Leave Management

- Advanced Leave Management
- Overtime Automation
- Geo Tagging
- Custom Shifts & Rosters
- Leave Management
- Task Management
- Automatic Attendance Tracking
- Selfie Attendance
- Continuous Location Punching

C- Payroll & Expenses Management

- Payroll Automation
- Statutory Compliance
- Loan Tracking
- Benefits Tracking
- Travel & Expense Management
- Compliance & Standard Reports

D- Asset Management

- Assets Request
- Assets Tracking
- Approval Workflow

E- Recruitment & Hiring

- Requisition Management
- Advertisement
- Interview Scheduling
- Employee and Social Referrals
- Interview Scorecards

Eligibility:-

- Non-Individual with track established record of more than 5 years can apply.
- Entities registered in India Only can apply.
- Branch office to be located in Mumbai.

III. Selection Process

- Saksham will review and if required shall invite the short-listed applicants for a meeting to present and give more details about the features, functions, etc. The selection of applicants will be done on best services, features, user friendly application, user interface and so on and once selected price or cost implications shall be sought from applicants
- The selected candidates will be informed and MoU formalized accordingly.

IV. Submission Instructions

- Please submit the form using the link - <https://forms.gle/gQEp1zEQKGwqMJfcA>
- Do not send the physical copy of EOI to office address.
- Please do not call on office number, due to lock down employees are working from home.

Anil Vasaya
Finance Manager-Saksham