

ASSAMINDUSTRIALDEVELOPMENTCORPORATIONLTD

(A Govt of Assam Undertaking)
R.G.BaruahRoad,Guwahati-781024 CIN-
U75112AS1965SGC001246
www.aidcltd.com

ECF No.691196/

Date: 24.02.2026

Short Notice Inviting Tender (SNIT)

Assam Industrial Development Corporation (AIDC) invites Sealed Tenders from interested Companies/Firm/Developer having existing Pre-Developed Human Resource Management System(**HRMS system**)to automate the existing manual system of HR process such as Management of Payroll Services, employee self-service, centralized data management, real time Analysis and report management by Assam Industrial Development Corporation Ltd.

The tender document is available at the official website of AIDC i.e. www.aidcltd.com.The Sealed tender addressed to the undersigned must reach AIDC Office in the address mentioned below on or before 10.03.2026 (3.00 PM).

The Managing Director, Assam Industrial Development Corporation Ltd. reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of AIDC's action.

Sd/-
Managing Director

Important Dates:

Date of Tender Publish	26.02.2026
Bid Submission Start Date	27.02.2026 (1.00 PM)
Last date for receiving queries at AIDC through e-mail aidc-ltd@assam.gov.in	02.03.2026 (5.00 PM)
AIDC response to queries	07.03.2026
Bid submission end date	10.03.2026 (01.00 PM)
Bid Opening Date	10.03.2016 (03.00 PM)
Validity of bids	120 days after the date of opening of bid prescribed by AIDC. The bid validity may be extended by the Bidder upon request to extend the same from AIDC.

1. INTRODUCTION :

Assam is a leading industrial State of India and has been attracting substantial investments in the country. However, Government of Assam has always been keen to attract more and more investments in various sectors. Along with investment promotion exercises, Government of Assam has also been highlighting its industrial strength, tourism potential and other factors which add to the attractiveness of the State for investment or the comfort level of prospective investor.

Assam Industrial Development Corporation (AIDC) is a Government of Assam organization under Industries, Commerce & Public Enterprise Department, Government of Assam. AIDC works for the promotion of industries and investment in the State of Assam.

For the purpose, Tenders are invited from interested Companies/Firm/Developer having existing Pre-Developed Human Resource Management System (**HRMS system**) for management of all offline HR Processes into Digital mode by Assam Industrial Development Corporation Ltd (AIDC).

2. SCOPE OF WORK

- 2.1 The Admin user should have the following feature
 - Employee Onboarding
 - Document Management
 - Generate Letter via template
 - Transfer & Promotion
 - Probation & Confirmation
 - Organizational Chart
 - Report Scheduling
 - Configurable Report building
 - Salary Master with multiple CTC feature
- 2.2 Dashboard
 - Dashboard
 - Module wise Dashboard
- 2.3 Employee Information Management
 - Centralized employee master database.
 - Employee profiles
 - Role-based access control
 - Organizational hierarchy & departmental mapping
 - Employee service book management
- 2.4 Payroll management
 - Payroll wizard
 - Allowance, deductions
 - Loans & Advance management
 - Statutory compliance
 - Repost & Analytics
 - Integration with accounting apps
 - Multilingual and configurable pay slip
 - Investment declaration with mobile app.
- 2.5 Multiple Entities Management
 - Role Specific Access Permission
 - Multiple entities within same URL
- 2.6 Travel Expenses & Reimbursement
 - Mobile App
 - Travel Desk
 - Reimbursement
 - Expense Claim
 - Report Generation
 - Multiple Currency
 - Deviation work flow

- Travel Application
- Multiple time zone
- Policy configuration
- Integrated Attendance
- Eligibility calculation
- 2.7 Survey & Acknowledgement
 - Mobile App
 - Feedback report
 - Anonymous Survey
 - Scheduling of Survey
 - Scheduling of Acknowledgement
- 2.8 security Management
 - Mobile App
 - One On One meeting
 - Multi Level Review
 - Continuous Feedback
 - 360 Degree Feedback
 - Bell curve analysis
 - Configurable review cycles
- 2.9 Mobile App
 - Approvals
 - Document Sharing
 - Leave Application
 - Separation Request
 - Payslip Generation
- 2.10 Recruitment
 - Schedule Interviews
 - Manpower Requisition
 - Application Tracking
 - Configurable Offer Letters
 - Job Posting on Social Sites
- 2.11 Timesheet
 - Cost Analysis Report
 - Bulk Timesheet Entry
 - Detailed Timesheet Reports
 - Project-Based Time Logging
 - Real-Time Timesheet Updates
 - Multi-Level Approval Process
 - Work Force Utilization Report
 - Payroll & Attendance Integration

- 2.12 The system should be ready to use software which is been already in existence and should be used by different organization for monitoring their HRMS services not less than 2 year atleast.
- 2.13 To provide necessary training to admin users for operational use of the system.
- 2.14 To provide all technical support to address any technical issue related to the HRMS system.
- 2.15 To take up regular backup of data and to provide monthly data backup of the system to the Corporation.
- 2.16 The system should be hosted in the online cloud server complying the IT Policy of Govt of India & Govt of Assam and the data security aspect of the Corporations date. The attendance system and admin portal should be maintained by supplier only.
- 2.17 The system should be kept updated always and all the recurring expenditure for maintaining and hosting of system for the entire period must be borne by the supplier only.

3.Documents to be Submitted

The Bidder must submit the following document

- 3.1 The bidder must have necessary experience in the relevant field of 2 years. Copy of Work Order/Completion certificate/Service Agreement of the client to be submitted.
- 3.2 Last 3 years Turnover certificate of the bidder certified by a CA.
- 3.3 The bidder must submit copy of the Official documents i.e
 - i. PAN Card.
 - ii. GST Certificate.
 - iii. Trade License.
 - iv. Experience Certificate.
 - v. IT Return of Last 2 years.
 - vi. Signed and sealed copy of the entire bid document in acceptance of all the terms and condition of the Tender document by the bidder.
- 3.4 AIDC reserves the right to accept or reject any or all the bids received at its discretion without Assigning any reason whatsoever.

4. Terms & Conditions :-

- 4.1 The address for submission of the tender is as under:
Managing Director
Assam Industrial Development Corporation

- 4.2. The filled tender as described herein should reach us by the last date and time of submission to our office. The tenders received beyond the stipulated time would not be accepted. Further, AIDC would not be liable for any delay that occurred due to courier/messenger/post. The onus lies on the bidder to ensure the submission is within the stipulated date and time.
- 4.3 The filled tender on the company letter head should be provided in the sealed envelope super scribed as “***Tender for supply, installation, implementation and maintenance of HRMS System in AIDC***”.
- 4.4 Bids meeting the eligibility criteria will be considered for further evaluation.The bidders do not meet the eligibility criteria and specification will not be considered for opening the financial bid.
- 4.5 Indemnity: Successful Bidder will indemnify AIDC against any claims that allege that Bidder’s supplied product(s) under this contract infringes the intellectual property rights of a third party. It will be bidder’s responsibility to ensure that it does not infringe into any third party’s Intellectual Property Rights in supplying the products under this contract.
- 4.6 All data generated and used in the HRMS system during the period of the contract shall be the exclusive property of AIDC only.
- 4.7 The Rates quoted should be inclusive of taxes etc.
- 4.8 The Bid shall remain valid for acceptance for a period of 120 days (One Hundred and Twenty) days after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected. On completion of the validity period, if the contract is not finalized, AIDC reserves the right to request for extension of bid validity without changes in any terms and conditions of the Tender.
- 4.9 Delivery location would be the Office of Managing Director, AIDC, Guwahati.
- 4.10Bids received through Fax / E-mail, will not be considered / accepted.
- 4.11Tenders have to be submitted duly filled in and signed by authorized person in ink pen or ball pen. Tenders written in pencil or erased /over-written will not be considered/ accepted.
- 4.12 AIDC will not be responsible for cost incurred in preparation, delivery and postal delay of bids.

- 4.13 The tender document is available at www.aidcltd.com website. The Bidder should read the terms and conditions along with bidder qualification criteria carefully and return one copy to AIDC duly signed and stamped in each page by them in token of having read, understood and accepted the terms and conditions along the financial bid.
- 4.14 For any question / clarifications required, the bidder can mail to e-mail id: aidcltd@assam.gov.in within the stipulated time as mentioned in the bid schedule.
- 4.15 Any modification of the Bidding Documents or bid specifications shall be made by the AIDC exclusively by issuing an addendum / corrigendum at the website www.aidcltd.com only.
- 4.16 It would be the responsibility of the bidder to raise and send the appropriate tax invoice to AIDC and declare the correct information on the invoice as per the provisions of the GST Act. Payment shall be made on receipt of goods by AIDC. For claiming this payment the following documents are to be submitted to the AIDC.
- Bill/consolidated invoice (Original + Two copy) with all the details of bidder (Name, address, GSTIN, place of supply, SAC/ HSN code etc.) and other mandatory details shall be mentioned on the invoice.
 - Invoice clearly indicating break up details of composite price i.e. Basic, Goods and Services Tax (GST), delivery challan number any other Duties and Taxes, etc, if applicable.
 - Acknowledged Delivery Challan in original/Proof of receipt, if applicable.
 - E-way bill as prescribed in the GST Act, if applicable.
 - Proof of payment of GST, if applicable.
- 4.17 The competent authority reserves the right to accept or reject any tender or all tenders in full or part without assigning any reasons thereof.
- 4.18 Change(s) in any of the terms and conditions by the bidder stipulated as above shall not be acceptable to AIDC.
- 4.19 In case of any dispute arising in relation to the interpretation of any of the terms and conditions of the contract in the tender in part/full, the decision of Managing Director, AIDC shall be final and binding to all.
- 4.20 All payments shall be made strictly against defined project milestones upon successful completion, submission, and formal acceptance of each milestone

by the Client. Software license payments, where applicable, shall be made during the project execution phase on a need basis, as and when such licenses are required for development or deployment. The one-time implementation charges shall be disbursed in proportion to milestone delivery and acceptance, as per the agreed milestone payment schedule.

4.21 The competent authority reserves the right to terminate the contract at any point of time during the currency of the contract if any of the above terms and conditions is found to have been violated.

4.22 Conditional acceptance would not be considered an acceptance.

4.23 Once an order is placed, AIDC may cancel the order at any point of time without any reason.

4.24 The Courts of Guwahati, Assam shall have exclusive jurisdiction over any dispute arising in relation to the Tender and/or the relationship between the Bidder and AIDC. All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of the Courts at Guwahati.

4.25 The bid of the bidder may be rejected on following grounds :

- If the information provided by the Bidder is found to be incorrect/ misleading at any stage/time during the Tendering Process.
- Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- Technical Bid containing commercial details.
- Revelation of Prices in any form or by any reason before opening the Commercial Bid.
- Failure to furnish all information required by the Bid Document.
- Failure to furnish proofs for information provided.
- Bidders not quoting for the complete Scope of Work as indicated in the bid documents, corrigendum / addendum (if any) and any subsequent information given to the Bidder.

- Bidders not complying with the Technical and Terms and conditions as stated in the bid Document.
- Failure to submit the filled up and duly signed Annexure-I, Annexure-II, Annexure-III, Annexure-IV of the bid document.
- If the bid does not conform to the timelines indicated in the bid.

4.26 Any false declaration by the bidder during the bidding process, following action may be taken:

- Liable for Legal Action
- Forfeiture of any Released payments
- Blacklisting

4.27 The successful bidder shall have to provide comprehensive Post Sale Technical Assistance for the complete period of the contract agreement.

4.28 The bidder must ensure Automatic update of software including security features on a regular basis during the period of contract including the extended period, if any.

4.29 The Software/application developed/proposed as a solution under this Tender shall have the provisions for change/modifications as and when required by AIDC and it will be in the scope of the successful bidder to implement such change/modifications as per the requirement of AIDC during the currency of contract.

4.30 Service Level Agreement (SLA): The bidder must ensure a system uptime of 98% during the entire contract period. Failure to compliance will lead to penalty from the quarterly payment @ 0.5% of the quarterly payment.

4.31 The successful bidder shall provide training to the employees/nominated person of AIDC during the currency of contract to enable them in managing the Software/application developed/proposed solution including the provisions for change/ modify the solution as and when needed during or after the currency of the contract.

4.32 Only OEM (Original Equipment Manufacturer) or their authorized partner/vendor with valid authorization from the OEM shall be permitted to participate in the bid. The authorized partner must submit an authorization letter from the OEM, failing which the bid shall be rejected. A conflict of interest shall be deemed to exist if both the OEM and its authorized partner participate in the same tender.

4.33 In case bids are received from both the OEM and its authorized partner, all such bids shall be treated as non-responsive and summarily rejected.

4.34 The bidder shall quote the price in a flexible user-based format comprising Fixed Base Charges covering supply, installation, implementation, cloud hosting, maintenance, data backup, and support for a minimum of users (to be specified by AIDC). Additional Per-User Charges applicable beyond the minimum committed number of users, which shall be quoted on a per user per year basis (inclusive of all taxes and statutory levies).

4.35 Important Notes regarding Price Bid

4.35.1 The contract shall be based on a **minimum committed user base of 50 (Fifty) users**, as determined by AIDC.

4.35.2 The Fixed Base Charges quoted by the bidder shall cover services for 50 users and shall remain firm and binding during the entire contract period, including any extension thereof.

4.35.3 AIDC reserves the absolute and unilateral right to increase the number of users beyond 50 at any time during the currency of the contract. Such additional users shall be charged strictly on a pro-rata annual basis as per the approved per-user rate quoted in the Price Bid.

4.35.4 AIDC shall also have the right to reduce the number of active users at its discretion. However, the Fixed Base Charges for the minimum committed 50 users shall remain payable. No charges shall be payable for users beyond the actual number of active users deployed.

4.35.5 The successful bidder shall ensure seamless activation or deactivation of user licenses without service interruption and without imposing any additional charges, penalties, lock-in conditions, or financial implications beyond the approved pricing structure.

4.35.6 Any variation in user count within the framework of the agreed pricing model shall not constitute a change in scope of work and shall not require amendment of the contract or renegotiation of rates.

4.35.7 **Contract Period:** The contract shall remain valid for a period of **Three (03) Years** from the date of successful Go-Live of the HRMS System. The contract may be extended at the sole discretion of AIDC on mutually agreed terms and conditions.

4.35.8 **Performance Security Deposit:** The successful bidder shall submit a Performance Security Deposit (PSD) equivalent to **5 % of the Total Contract**

Value within 15 (fifteen) days from issuance of Work Order.

The PSD shall be in the form of:

- Bank Guarantee issued by a Scheduled Commercial Bank, or
- The PSD shall remain valid for the entire contract period plus 90 (ninety) days beyond completion of contractual obligations.

ANNEXURE I: BID SUBMISSION FORM

To,

The Managing Director,
Assam Industrial Development Corporation (AIDC)
R G Baruah Road, Guwahati-781024.

Sub: Supply, Installation, Implementation and Maintenance of HRMS Systems

Dear Sir,

1. With reference to the Tender dated _____ for the above captioned project, I/We _____, having examined all relevant documents and understood their contents, hereby submit our bid for Engagement with AIDC for Supply, Installation, Implementation and Maintenance of HRMS Systems as per terms mentioned in this Bid document.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. I/We shall make available to AIDC, any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We agree to keep our Bid valid for acceptance for 120 (One Hundred Twenty) days or for subsequently contract period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period.
5. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/we understand that AIDC may cancel the Selection Process at any time and that AIDC neither bound to accept any Proposal that AIDC may receive nor to select the Bidder without incurring any liability to the Bidders.
7. The undersigned is authorized to sign the documents being submitted through this SNIT. (A copy of Power of Attorney/Board Resolution is enclosed).
8. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name, and designation of the authorized signatory)

(Name and seal of the Bidder)

ANNEXURE II- ABOUT ORGANISATION

Name of the Bidder	
Address of the Bidder	
Phone No of the Bidder	
Email id of the Bidder	
Name of the Authorized contact person	
Mobile No of the Contact person	
Email id of the Contact person	
Description of company	
No. of years of experience	
PAN Number (Provide attested Photocopy)	
GST Identification No (Provide attested Photocopy)	

SIGN AND STAMP OF THE BIDDER

ANNEXURE III- UNDERTAKING

To,
The Managing Director, AIDC
R G Baruah Road, Guwahati- 24.

Subject: Bid Document for supply, installation, implementation and maintenance of HRMS System.

Dear Sir,

We confirm that there are no legal proceedings with any of the clients and its employees related to the services of the bidding agency and or its affiliate is going on. We also confirm that, we are not blacklisted by any of the State or Central (Govt/PSU/Department) as on the Bid Due Date.

Yours faithfully,

(SIGNATURE OF AUTHORIZED SIGNATORY WITH NAME, TITLE,
ADDRESS, DATE)

ANNEXURE IV- PRICE BID

A) Fixed Base Charge (Minimum Committed Users)

SN	Items	Minimum Number of users covered	Rate	GST in %	1st Year Price including GST	2nd Year Price including GST	3rd Year Price including GST	Total Price including GST
					A	B	C	D= A+B+C
1	Supply, Installation, Implementation and Maintenance HRMS System	Upto 50 users						
2	One time cost (if any)	1						
3	Total (1+2)							

B) Additional Per User charge

Sl. No.	Description	Per user per year cost (Inclusive of All Tax)
1.	Per User license (Beyond minimum committed user license)	
	Total Cost	

Grand Total cost

Total Annual Cost = Fixed base Charge (A) + [Additional users x Per user per year cost (if any, as decided by AIDC)]

Important Note.

The bidder must clearly indicate:

- Minimum number of users covered under fixed base cost

- The Fixed Base Charges shall remain valid for the minimum committed number of users during the entire contract period.
- Additional users beyond the minimum shall be charged strictly on a pro-rata annual basis.
- Annual fixed base cost (Year-wise for 1st, 2nd & 3rd Year)
- Per additional user annual cost
- Total cost including GST
- No hidden or additional charges shall be applicable beyond the quoted rates.