

Subject : Minutes of the Pre-Bid Conference
Ref : RFP No. CIRT/Payroll/2025-26/01

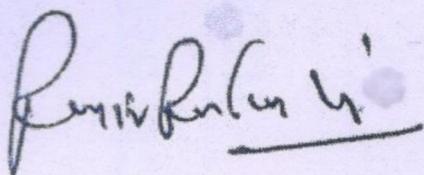
With reference to CIRT Open Tender for procurement of "Design, Development & Maintenance of Payroll Software", a Pre-Bid Conference (PBC) was held on 26.02.2026 at 11.00 AM in the CIRT Board Room which was attended by the representatives of the prospective bidders as specified in Annexure-I.

The committee of CIRT has considered all the queries received by emails and raised during the PBC. The Technical queries received and raised during PBC meeting have been clarified & RFP has been revised and attached as Annexure II A. The queries other than technical aspects of RFP and their clarification is given in Annexure-II B.

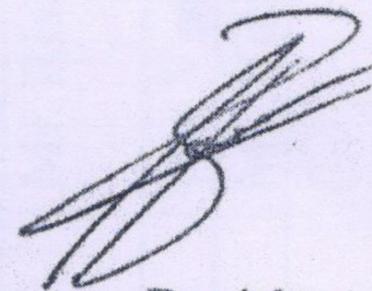
The Committee endorses Annexure-II-A & II B which shall now be part of the original RFP & it may be uploaded on CIRT website.

All the bidders should take cognizance of this Pre-Bid Conference & the Annexures II A & II B which are attached herewith.

In view of the minimal changes/revision of Technical Qualification Criteria the due date for submission of the bids remain the same i.e. 11th March, 2026 16:00 hrs.



Rajiv Jha,
Committee Member



Naveen Pavithran
Committee Member

Pre Bid Conference for Design, Development & Maintenance of Payroll Software

Annexure-I

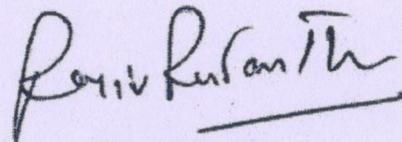
Ref: RFP No. CIRT /Payroll/2025-26/01

DATE: 26.02.2026

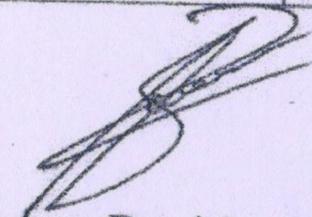
TIME: 11.00 A.M.

ATTENDANCE SHEET OF PROSPECTIVE BIDDERS

SR. No.	Name of the Firm	REPRESENTED BY	SIGNATURE	REMARKS
1	M/s. HTP Global Technologies Pvt. Ltd.	Mr. Amey Yadav	-	Attended Online
2	M/s. Mobigic Technologies Pvt. Ltd	Mr. Bhagwat Kanawade	-	Attended Online
3	M/s. Dipole Tech Innovations OPC Pvt Ltd.	Mr. Dharmandar Kumar	-	Attended Online
4	M/s. Watsoo Express Pvt Ltd.	Mr. Jai Singh	-	Attended Online
5	M/s. Dipole Tech Innovations OPC Pvt Ltd.	Ms. Lalita Thakur	-	Attended Online
6	M/s. Mobigic Technologies Pvt. Ltd	Mr. Naval Patel	-	Attended Online
7	M/s. HTP Global Technologies Pvt. Ltd.	Mr. Praveen Shetty	-	Attended Online
8	M/s. Siyana Info Solutions Private Ltd.	Ms. Priyanka Majumder	-	Attended Online
9	M/s. Schetan Knowledge Companions	Mr. Rishab Kapoor	-	Attended Online
10	M/s. Dhi Tattva Solutions Pvt. Ltd	Mr. Vedant Baliyan	-	Attended Online
11	M/s. RevoSolve Pvt. Ltd	Mr. Yash Bhanushali	-	Attended Online



Rajiv Jha
Member



Naveen Pavithran
Member

Central Institute of Road Transport, PUNE-411026

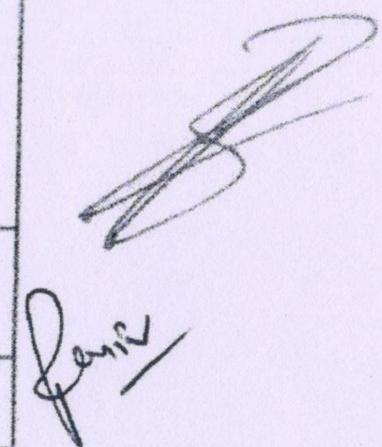
RFP No : CIRT/Payroll/2025-26/01

Technical Queries & Clarifications

File No. ADM: STR :3223/2025-26

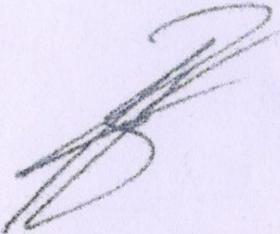
Sr.No.	Query/ Clarification Sought	Clarification / Amendment
1	request to kindly relax the following Mentioned in S.No 2 which is mentioned in Instructions to Bidders in 2.1 under About Payroll column On the Prequalification Criteria as - Consortium and Joint ventures: Consortium, Joint venture, Subletting, sub-contracting, and Outsourcing shall not be allowed.	The request for relaxation is not accepted. Sr. no. 6 of Clause no. 2.12 regarding Pre- Qualification criteria of the RFP is reiterated.
2	Kindly clarify whether ongoing projects of significant value (where work orders have been issued and development is in advanced stage) may also be considered as qualifying experience.	No, it shall not be considered. Sr. No. 2 & 6 of Clause no. 2.13 regarding Technical Qualiification Parameters of the RFP is reiterated.
3	Whether experience of promoters/founders in similar domain projects executed prior to incorporation of the bidding entity can be considered for technical evaluation?	No, it shall not be considered. Experience as referred in Sr. No. 4 of Clause no. 2.13 regarding Technical Qualiification Parameters of the RFP means after Incorporation of the bidding firm.
4	Whether equivalent quality assurance processes or self-declaration of quality standards would be acceptable for startups who are in the process of obtaining ISO certification?	We shall accept valid quality certification equivalent to what is mentioned at Sr. No. 3 of Clause No. 2.12 regarding Pre- Qualiification criteria of the RFP.
5	2.12 We request clarification whether startups incorporated within the last 2 years, having strong financial turnover and demonstrated execution capability in Government/ERP projects, may be considered eligible. We request kind relaxation of the 5-year criteria in line with Government's Startup promotion initiatives.	Relaxation is not applicable. Sr. No 2 of Clause no. 2.12 regarding Pre- Qualiification criteria of the RFP is reiterated.
6	Since recently incorporated companies may not have 3 completed financial years, whether turnover of the current financial year (FY 2025-26) supported by CA certificate may be considered for eligibility evaluation?	No, it shall not be considered. Sr. No 2 of Clause no. 2.12 regarding Pre- Qualiification criteria of the RFP is reiterated.
7	Physical bid submission is compulsory or submitting the bid online is sufficient ?	No online submission of bids is permitted. The bids are to be submitted physically only, either in person/speed post/ courier as given in Clause No 2.9 reg. Submission of Bids on or before the due date and time given in the RFP.
8	Are there any other documents to refer for guidelines perspective	RFP is the only document to be referred for submitting the Bid.
9	What will be the source for all the employees and their salary information ?	CIRT will be the source for provision of all employees and their salary information.
10	The output payslips will be in specific format ? Hope we can hardcode the format for the pay slips	CIRT will provide the format for payslip.

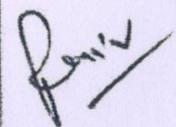
Sr.No.	Query/ Clarification Sought	Clarification / Amendment
11	Is it expected to deploy any manpower at the CIRT premises?	No manpower has to be deployed at CIRT premises
12	Can we make use of other open source technologies like javascript, nodejs, reactjs, mongodb etc...	Any open source technology can be used by the bidder.
13	What is the total support expected One year warranty + 1 year support One year warranty + 2 year support	The total support expected will be 1 year warranty + 2 year AMC as mentioned in RFP document. Clause No. 7 reg. Maintenance of the payroll of the RFP is reiterated.
14	Should the payroll software manage leaves of the employees ?	Leave record of employees will not be managed by the Payroll software .
15	Pre-Bid Meeting: Is attendance in the pre-bid meeting mandatory for participation in the tender? If yes, kindly confirm whether an online mode (such as MS Teams/Zoom/Google Meet) will be made available for bidders who are unable to attend physically.	No it is not mandatory. The link for online Pre-Bid meeting has already been provided on our website.
16	Submission of Bid Documents:Kindly clarify whether the bid documents (Technical Bid, Financial Bid, EMD & Tender Fee) can be submitted through Speed Post/Courier, or if physical submission in person at CIRT, Pune is mandatory.	Sr No 7 of Technical Queries & Clarifications as mentioned above is reiterated.
17	If the base software which we consider for providing the solution is an open source or the software is extension of an existing solution, the bidder can continue to use the base version of that software. Everything developed additionally for CIRT can be transferred to CIRT. Please confirm or correct the understanding	CIRT requires complete Customized software as per CIRT requirement. The so developed software will be a proprietary product of CIRT.
18	Do we need to provide any solution for attendance of the employees of CIRT?	Attendance is not linked with payroll software. There is no need to provide any solution for attendance of the employees of CIRT.
19	How many employees's payroll is expected to be processed using the payroll software ?	Around 300 employees payroll is expected to be processed using the payroll software.
20	Hoping that we do not require to upload any old payroll data to the new deployment of payroll system. If so, please help us understand the data migration plan (which systems are involved, how much data, which databases etc.) to be executed as part of this tender.	No migration required, after development of the new payroll software, One year old data shall be processed through new payroll software for testing before deployment.
21	Consortium, Joint venture, Subletting, Subcontracting, and Outsourcing shall not be allowed. If the bidder engages specialized resources on a contract basis for specific modules (e.g., UI/UX design), would that be considered subcontracting? Kindly clarify the permissible engagement of external specialists.	CIRT will be entering into a contract only with the successful bidder who will be developing the Payroll Software.



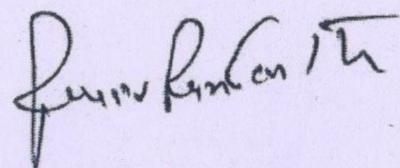
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Sr.No.	Query/ Clarification Sought	Clarification / Amendment
22	The bidder should be operating in India for the last five years as on 31/03/2024. The cut-off date mentioned is 31/03/2024. Should this be read as 31/03/2025 considering the RFP is dated February 2026? Kindly confirm the correct reference date	The cut off date mentioned in Sr. No 2 of Clause No 2.12 regarding the Pre Qualification Criteria of the RFP may be read as 31/03/2025 instead of 31/03/2024.
23	The bidder should have valid quality certification – ISO 9001:2008 or equivalent. ISO 9001:2008 has been superseded by ISO 9001:2015. We request that the qualification criteria be revised to mandate both ISO 9001:2015 and CMMI Level 3 certifications, as this is a software development project. CMMI Level 3 or above ensures a defined and mature software development process, which is essential for the quality delivery of a payroll application. Kindly confirm acceptance and amendment of the criteria accordingly.	Sr. No 3 of Clause No 2.12 regarding Pre Qualification Criteria of the RFP may be read as ISO 9001:2015 or equivalent instead of ISO 9001:2008 or equivalent. However, CMMI Level 3 certification is not required.
24	Can the demonstration be conducted via video conferencing for outstation bidders? Also, what is the expected duration of the demonstration?	Demonstration of 10 minutes duration shall be allowed either through Video Conferencing or at CIRT.
25	Will work orders from private sector companies also be accepted, or is this limited to Central/State Govt/PSU/Public Listed Companies only? Also, will ongoing projects with substantial completion be considered?	Only completed projects will be considered. Ongoing projects will not be considered. Sr. No 1 of Sub Clause 2.13.1 is reiterated.
26	If the bidder uses a commercially licensed IDE or development tool during the development phase (but the final deployed product is entirely open-source), will that be acceptable?	Bidder can use commercially licensed IDE or development tool during the development phase. Final deployed product is acceptable only if it is open source.
27	Kindly provide approximate data size fields/columns to be migrated so that the effort can be estimated accurately	Migration of only one year data is required. Sr.No. 20 of Technical Queries & Clarifications as mentioned above is reiterated.
28	Kindly provide or share the detailed list of all salary components (earnings and deductions), leave types, and statutory compliances (EPF, ESI, Professional Tax, TDS, etc.) applicable to CIRT employees for accurate estimation.	CIRT salary is based on Central Government salary structure and bidder has to go through the 7th Pay Commission implemented by the Central Government.
29	Kindly provide the server specifications (OS, RAM, storage, existing software stack) of the CIRT server where the application will be hosted. Also, will remote access to the server be provided during development and deployment?	Inhouse application is running in CIRT. Bidder will be given access during the period of deployment of software.
30	The RFP mentions CMS tools like Joomla/Drupal. Since this is a payroll application (not a content management website), is the use of a CMS mandatory, or can the bidder use PHP/Laravel framework directly without Joomla/Drupal?	The bidder can use framework without Joomla/Drupal for payroll software.
31	The RFP mentions LAMP architecture (Linux based) but also lists Windows as a hosting platform. Kindly confirm whether the deployment will be on Linux or Windows, as this impacts the technology stack	The software shall be developed in any open source application.
32	During the warranty period (free support), how will the 'monthly contract value' be calculated for penalty purposes since there is no separate monthly payment during warranty?	Penalty clause as mentioned in Clause No 2.20 RFP is applicable. The monthly value will be calculated for penalty purposes and deducted quarterly from the bill.

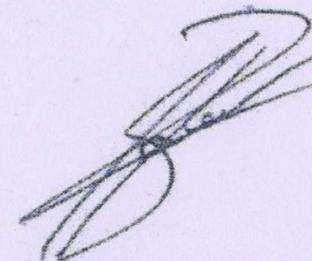




Sr.No.	Query/ Clarification Sought	Clarification / Amendment
33	If a major statutory change (e.g., new tax regime or a complete overhaul of labour codes) requires significant (more than 5 man days) redesign of modules, will this still be covered under the existing AMC cost, or will it be treated as a change request	During development & warranty period, change request will not be accepted. Sr. No 7 of Clause No. 5 regarding Scope of Work is reiterated.
34	Kindly share the list of reports (or sample report formats) required by CIRT so that the effort for report development can be accurately estimated.	Approximatley 15-20 reports required. Report format will be shared by CIRT during development of the software.
35	Kindly specify the total number of users who will access the payroll software and the expected number of concurrent users for infrastructure and licensing considerations.	Concurrent users will be 15-20 for approximately 300 employees.
36	Will the IP transfer cover only the custom developed code for CIRT, or does it also extend to the bidder's pre-existing frameworks, libraries, and reusable components? Kindly clarify the scope of IP transfer	Bidder has to develop the software in his premises. Bidder will be given access to IP only during implementation of the software.
37	We request the department to kindly include a Change Request (CR) clause in the tender. This clause should allow the System Integrator (SI) to raise a formal change request in case any additional functionality is required in the application that involves effort exceeding five (5) man-days. As the A Change Request clause will protect the department by ensuring that any additional functionality beyond the original scope is formally evaluated, approved, budgeted, and documented before implementation.	Change request clause is not acceptable.
38	How is the general attendance and leaves get captured or provided to the payroll software ?	General attendance and leave record will be entered manually.
39	What are various reports expected from the payroll software ?	15-20 reports are required, the format of which shall be provided by CIRT.
40	Please provide the necessary rules so that we can correctly estimate the effort involved	Sr. No 28 of Technical Queries & Clarifications as mentioned above is reiterated.
41	How do you want us to sync / map CIRT employees with the payroll software ?	Mapping is not required.
42	Does the payroll software calculate salaries for employees or for contractors too ?	Payroll software is only for permanent employees of CIRT



Rajiv Jha
Member



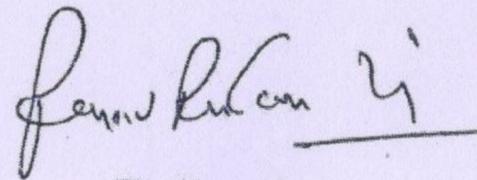
Naveen Pavithran
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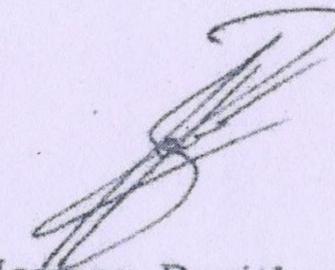
Commercial Queries & Clarifications

File No. ADM: STR :3223/2025-26

Sr.No.	Query/ Clarification Sought	Clarification / Amendment
1	Cost of Tender – Rs. 1,000/- plus GST through Demand Draft Can the tender fee be paid via NEFT/RTGS or online transfer instead of a Demand Draft? If yes, please provide the bank account details	Tender fee has to be paid by Demand Draft from a Nationalised Bank only.
2	EMD – Rs. 18,000/- through Demand Draft Is payment of EMD through Bank Guarantee or NEFT/RTGS acceptable? Kindly clarify the acceptable modes of payment for EMD.	EMD has to be paid through Demand Draft of Nationalised Bank only.
3	For the 30% advance payment, is the bank guarantee to be provided from a nationalized bank only, or are scheduled/private banks also acceptable	Bank guarantee of Nationalised Bank is only acceptable against 30% advance payment.
4	Does the 20% cap apply individually to each year's AMC cost, or to the combined total of Year 2 and Year 3 AMC costs?	20% cap applies to each year's AMC Cost.



Rajiv Jha
Member



Naveen Pavithran
Member