



Overview HR Staffing Solutions LLP

+91-9811125223

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PROPOSAL FOR PAYROLL MANAGEMENT

Dear Sir/Madam,

Greetings of the Day...!

Thank you for giving us the opportunity to share our proposal for payroll processing for your employees working on your company payrolls.

OVERVIEW HR STAFFING SOLUTIONS LLP is a firm dedicated to provide recruitment consultancy & manpower staffing services to the organizations at a very affordable and nominal rates. We endeavour to reduce the recruitment, staffing and payroll processing & compliance workload and to act as an integral part of the organizations, so that they can concentrate on their core activity, thereby increasing their business and profitability.

Our USP has always been bespoke HR solutions which has helped us have a 100% client retention ratio. We hope that you will find our proposed services to be of value addition to your company & our charges most competitive.

SCOPE OF WORK

Manage Payroll generation process for client's employees deployed at single or multiple locations on a monthly basis. All inputs from Client will be shared in a pre-defined format once in a month only.

- We will appoint a Single Point of Contact (SPOC) to co-ordinate with the Client's SPOC.
- We will coordinate with client's SPOC to update the new joining & exit on the payroll system.
- We will collect the attendance, leave, salary advance, loan & overtime data (if any) and process these payroll data on monthly basis.
- We will generate monthly PF, ESIC, Professional Tax, LWF challans on government portals and also provide link to the client, only to make the payment of the same.
- We will also offer the generated payroll data to the company for salary disbursement (Bank File) or upload the same directly on bank website as per client requirements
- We will generate pay slips on monthly basis and publish them on the HRMS platform or email PDFs of the same to the client or their employees (as the case may be).
- We will also provide login credentials to all employees to our HRMS Self-Service module platform to access & download the salary slips/TDS calculations & other employment related documents.
- We will collect modification data and other relevant inputs from the client in an agreed format to facilitate updates on the system for effectively processing payroll and to maintain the accuracy of HRMS data.



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- We will facilitate Tax Computation, Monthly payment of TDS challan & filling of TDS Return quarterly.
- We will also arrange for the monthly file along to be submitted to the Finance Department of the client (if applicable and needed by client).

PROFESSIONAL FEES

Particulars	Charges	Scope of work
Payroll Processing	Depending on the volume of employees	<ul style="list-style-type: none">• As mentioned in the nature and scope of work under this agreement
One-time Setup for Payroll	Depending on the scope of work and employee count	<ul style="list-style-type: none">• Designing the Salary Structure• Master Employee setup on HRMS Software• Initial process setup
Attendance and Leave Module	Rs. 60/- per employee per month	Capture of Attendance and application of leaves through the HRMS Software
ESIC registration (one-time fee + incidentals if any)	Rs. 5000 /-	Applying for new number of ESIC and documentation
Provident Fund registration (one-time fee + incidentals if any)	Rs. 5000 /-	Applying for new number of Provident Fund and documentation
LWF registration (one-time fee + incidentals if any)	Rs. 3000 /-	Applying for new number of MLWF and documentation
HR Advisory Charges	Rs. 5000 /- monthly Retainer or Rs. 1000 /- per case	<ul style="list-style-type: none">• Email or Telephonic queries on HR Issues• Issue of disciplinary letters to employees• MIS reports• Preparing salary restructuring during appraisal or Govt. Law Amendment

- Above fee will be chargeable on monthly basis.
- Conveyance for any client related travel incurred will be borne by the client on actual.
- Any other Liasoning related work of statutory remittance benefits like ESIC, PF, PT, etc. shall be borne by the client on actual.
- If there is any enquiry from Labour or PF or ESIC etc. departments where there is a need to hire a Labour consultant, there will be a separate charge for the same based on mutually agreed terms.



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TENURE

- The tenure of this agreement will be for a period of Two (2) years & written termination notice will be required to be served before Three (3) months by either side to enable smooth handover of details & documents.
- The tenure of this agreement may be modified based on the client specific requirements. However, the terms & conditions of this agreement may be mutually revised, either during or post completion of the tenure of this agreement.

INVOICING DETAILS

- Invoice description will be - Professional Fee.
- The additional GST will be levied on the invoice of Professional Fee only.
- Payments made by the CLIENT w.r.t. Reimbursement invoices shall not be subject to TDS.
- TDS & Goods and Service Tax will be charged as per applicable rates of the government rules.
- The Professional Fee Invoice will be raised on monthly basis and shall be paid within 7 days of receipt.
- If the payment of professional fee is not cleared as per the terms & conditions mentioned in the agreement, an interest @18% per annum will be charged on the billable amount.

CONFIDENTIALITY

- All information about the client and any of its affiliates and their respected businesses market strategies, know-how, marketing and sales networks, personnel and remuneration and any related commercials will be treated strictly confidential by us.
- We will not disclose any of the above information to any person or entity except when strictly necessary for us to discharge its obligations in relation to selecting and submitting candidates to the client.

We ensure that our service levels will be above par. Hope you will find our rates most competitive and will give us an opportunity to save you for the days to come.

We look forward to hearing from you.

For, OVERVIEW HR STAFFING SOLUTIONS LLP

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Authorized Signatory

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