

REQUEST FOR PROPOSAL (RFP)

For Design, Development, Implementation, Hosting and Maintenance of an Integrated Human Resource Management System (HRMS) and Project Management Application (PMA) for Aaranyak

RFP Reference No.: AA/GCA/42C/26-27/4243

Date of Issue: 23.10.2026

Last Date for Submission: 08.11.2026

Proposal Validity: 90 days from the date of submission

1. Invitation for Proposal

Aaranyak invites sealed technical and financial proposals from qualified, experienced and legally registered software development firms/agencies for the design, development, customization, implementation, hosting, training, documentation and maintenance of an integrated Human Resource Management System (HRMS) and Project Management Application (PMA).

The proposed solution shall be developed as a complete system-development assignment and shall support Aaranyak's human resource, administrative, project monitoring, reporting and management information requirements.

The selected bidder shall be responsible for the complete lifecycle of the solution, including:

- Requirement analysis
- Business process mapping
- System architecture and design
- User interface UI/ User Experience UX design
- Software development/customization
- Configuration
- Data migration
- Testing
- Deployment
- Training
- Documentation
- Hosting
- Warranty support
- Annual maintenance and technical support

The proposed system shall be secure, scalable, configurable, user-friendly, mobile-responsive and capable of supporting multiple divisions, projects, employees, consultants, field teams and project personnel.

2. About Aaranyak

Aaranyak is a scientific and research-based non-profit organisation working in biodiversity conservation, wildlife research, community-based conservation and related areas.

Aaranyak operates through multiple divisions and field locations and implements several projects simultaneously. The organisation requires an integrated digital platform to manage human resources and monitor project teams, activities, deliverables, timelines, timesheets, outputs and project progress.

The proposed solution shall consist of two interconnected components:

1. **Human Resource Management System (HRMS)**
2. **Project Management Application (PMA)**

The system shall provide role-based access to authorised users and organisation-wide dashboards for senior management.

3. Objectives of the Assignment

The objectives of this assignment are to:

- Digitise and automate key HR and administrative processes.
- Establish a centralised employee and personnel database.
- Streamline recruitment, onboarding, orientation and employee lifecycle management.
- Automate attendance, leave and related HR processes.
- Facilitate employee performance appraisal and review.
- Maintain records of organisational assets issued to employees and project teams.
- Monitor employee and project staff deployment across projects and divisions.
- Track project activities, deliverables, timelines and responsibilities.
- Monitor project teams working under approximately 13 divisions and their respective Division Heads/Project Investigators.
- Capture project-wise timesheets and staff effort.
- Enable Division Heads and Project Leads to monitor project and team progress.
- Generate monthly project activity reports from information entered into the system.
- Provide management dashboards and analytical reports.
- Reduce dependence on manual Excel-based reporting.
- Improve data accuracy, accountability, transparency and decision-making.
- Establish a scalable digital platform for future organisational growth.

4. Scope of Work

The selected bidder shall undertake all activities necessary to deliver a fully functional and operational system.

The scope shall include, but not be limited to:

1. Detailed requirement gathering and validation.
2. Review and documentation of existing HR and project processes.
3. Preparation of a Software Requirement Specification.
4. Preparation of system architecture and database design.
5. UI/UX design and approval.
6. Development or customization of HRMS and PMA modules.
7. Configuration of workflows, roles, forms and reports.
8. Integration with existing or future systems.
9. Data migration from existing Excel, database or other records.
10. Functional, security, performance and user acceptance testing.
11. Deployment and hosting.
12. User account creation and access configuration.
13. Training of administrators and end users.
14. Preparation of user and technical documentation.
15. Warranty support and post-implementation maintenance.
16. Handover of system, documentation, credentials
17. The bidder shall clearly identify which features are:
 - Available out of the box
 - Available through configuration
 - Available through customization
 - Require new development
 - Not available

5. Functional Requirements

5.1 Human Resource Management System

5.1.1 Employee Information Management

The HRMS shall provide a centralised employee database containing, as applicable:

- Employee code
- Full name
- Photograph
- Personal details
- Contact details

- Emergency contact details
- Date of birth
- Date of joining
- Gender
- Address
- Educational qualifications
- Professional qualifications
- Employment history
- Date of joining
- Designation
- Division/department
- Employment category
- Reporting officer
- Division Head
- Contract or engagement details
- Contract end dates
- Bank/payment information, where authorised
- Statutory information, where applicable
- Uploaded documents and certificates
- Employee status
- Separation / exit details where applicable

The system shall provide appropriate access controls for confidential employee information.

5.1.2 Recruitment and Hiring

The system shall support:

- Vacancy creation
- Position and ToR management
- Vacancy approval
- Vacancy publication
- Candidate database
- Application tracking
- Shortlisting
- Interview scheduling
- Interview evaluation
- Selection recommendation
- Approval
- Candidate communication, where required
- Issue appointment letter

5.1.3 Onboarding

The system shall provide a structured onboarding workflow covering:

- New employee registration
- Document collection
- Document verification
- Joining formalities
- Division and project allocation
- Reporting officer assignment
- Asset allocation
- Official email and user account requirements
- HR and administrative induction checklist
- Policy acknowledgement
- Onboarding completion status

5.1.4 Employee Orientation

The system shall maintain:

- Orientation schedule
- Orientation checklist
- Induction sessions
- Policies and procedures shared
- Training materials
- Attendance at orientation sessions
- Confirmation of completion from the candidate
- Any other Related documents

5.1.5 Attendance and Time Management

The system shall support:

- Daily attendance recording/ Geo-fenced attendance
- Check-in and check-out
- Attendance regularisation
- Leave integration
- Field duty records
- Official travel records, where required
- Monthly attendance summaries
- Attendance reports
- Biometric integration, if technically feasible

5.1.6 Leave Management

The system shall support:

- Leave types
- Leave rules
- Leave application
- Leave approval
- Leave rejection and return for correction
- Leave balance
- Leave history
- Division/manager-level approval
- Monthly and annual leave reports
- Integration with attendance

5.1.7 Payroll and Payroll Integration

The bidder shall propose either a native payroll module or integration with an existing payroll/accounting system.

The proposed solution may include:

- Salary structure
- Salary revisions
- Allowances
- Deductions
- Attendance and leave inputs
- Payroll inputs
- Statutory deductions
- Payslip generation
- Payroll reports
- Project-wise salary information
- Division-wise salary information
- Payroll export
- Integration with accounting systems

The bidder shall clearly state the scope, limitations, compliance requirements and additional costs associated with payroll functionality.

5.1.8 Performance Appraisal

The system shall support annual performance appraisal, including:

- Employee self-assessment
- Supervisor assessment

- Division Head review
- Performance parameters
- KPIs
- Rating scales
- Comments
- Recommendations
- Approval
- Salary revision recommendations, where applicable

5.1.9 Asset Management

The system shall maintain an asset register linked to employees, projects and divisions, including:

- Asset category
- Asset name
- Asset identification number
- Serial number
- Purchase date
- Invoice Number
- Specification
- Purchase value
- Location
- Custodian
- Division
- Project
- Date of issue
- Sales record
- Asset condition
- Return date
- Transfer history
- Repair and maintenance records
- Disposal status

Reports shall be available by employee, project, division and organisation.

5.2 Project Management Application

5.2.1 Project Database

The PMA shall maintain a centralised project database containing:

- Project name

- Project code
- Donor/funding agency
- Project duration
- Start date
- End date
- Project objectives
- Project description
- Project budget, where authorised
- Division
- Project Lead/PI
- Division Head
- Project team
- Key activities
- Deliverables
- Milestones
- Reporting requirements
- Project status
- Project documents (Project Agreement & Budget (restricted to Division Head, Administration & Finance))

The system shall allow users to access and modify information according to their assigned roles and permissions.

5.2.2 Activity and Task Management

The system shall enable project teams to create and monitor:

- Activities
- Tasks
- Sub-tasks
- Responsible person
- Target date
- Completion date
- Status
- Priority
- Deliverables
- Remarks
- Supporting documents
- Photographs
- Location, where relevant

5.2.3 Timesheet Management

The PMA shall include a project-wise timesheet system allowing automatic generation of Timesheet from the Activity carried out and from attendance.

Timesheets shall be submitted for review and approval by the designated supervisor, Project Lead or Division Head.

The system shall generate:

- Employee-wise timesheet reports
- Project-wise timesheet reports
- Division-wise timesheet reports
- Approved and rejected timesheet reports

5.2.4 Project Progress Monitoring

The system shall provide dashboards for monitoring project implementation.

Division Heads and Project Leads shall be able to view:

- Active projects
- Project team members
- Activities completed
- Activities pending
- Delayed activities
- Reason for delay
- Upcoming milestones
- Staff effort
- Timesheet status
- Monthly progress
- Key deliverables
- Project risks and issues
- Overall project status

Senior management and Administration shall be able to view an organisation-wide dashboard covering all divisions and projects.

6. Monthly Project Activity Reporting

A key requirement of the PMA is the ability to generate a draft monthly project activity report automatically from information entered during the month.

The system shall consolidate, as applicable:

- Activities undertaken

- Activities completed
- Ongoing activities
- Key achievements
- Field activities
- Meetings and events
- Training and workshops
- Community engagement activities
- Research and conservation activities
- Project team participation
- Major outputs
- Deliverables
- Delayed or pending activities
- Challenges and issues
- Planned activities for the following month
- Photographs
- Supporting documents

The system shall generate a draft monthly project activity report for review and editing by the Project Lead or Division Head before final submission.

The reporting format shall be configurable to accommodate different donor and project reporting requirements.

7. Dashboards and Reports

The system shall provide role-based dashboards for:

- Executive Committee
- Managerial Group
- Division Heads
- Project Leads/PIs
- Administration
- Finance and Accounts
- Project Coordinators
- Project Staff

Indicative HR reports shall include:

- Employee strength
- Division-wise staff
- Project-wise staff
- Recruitment status
- Attendance

- Leave
- Appraisal status
- Employee movement
- Asset allocation
- Contract expiry
- Employee separation

Indicative project reports shall include:

- Project status
- Division-wise projects
- Project team composition
- Activity status
- Monthly progress
- Delayed activities
- Timesheet status
- Upcoming milestones
- Monthly draft activity reports

The system shall support export of reports in commonly used formats such as PDF, Excel and MS Word, subject to access permissions.

8. Workflow and Approval System

The system shall provide configurable workflows for:

- Recruitment approval
- Onboarding
- Attendance regularisation
- Leave approval
- Performance appraisal
- Asset issue and return
- Timesheet submission and approval
- Document approval, where required

9. User Roles and Access Control

The system shall provide role-based access control.

Indicative user roles include:

1. System Administrator
2. HR/Admin

3. Finance and Accounts
4. Executive Management
5. Division Head
6. Project Lead/PI
7. Project Coordinator
8. Project Staff
9. Field Staff
10. Other authorised users

The bidder shall propose a detailed access-control matrix covering:

- View access
- Create access
- Edit access
- Delete access
- Approve/reject access
- Export access
- Administrative access

The system shall support segregation of duties and confidentiality of sensitive information.

10. Document Management

The system shall allow authorised users to upload, store, search and manage:

- Appointment documents
- Engagement documents
- Employee documents
- Qualification certificates
- Appraisal documents
- Project documents
- Work plans
- Reports
- Agreements
- Supporting documents
- Photographs
- Activity records

The system shall support:

- Document categorisation
- Version control
- Access permissions

- Document search
- Download restrictions, where required
- Document retention rules

11. Notifications and Reminders

The system shall provide automated notifications and reminders for:

- Pending approvals
- Attendance regularization
- Appraisal deadlines
- Project activity deadlines
- Delayed tasks
- Timesheet submission
- Monthly report submission
- Project report & Financial report submission
- Contract expiry & renewal
- Important project milestones
- System announcements

12. Data Migration

The selected bidder shall support migration of relevant HR and project data maintained by Aaranyak in Excel files, databases or other existing records.

The bidder shall:

- Assess existing data
- Prepare data migration templates
- Clean and validate data, where required
- Map existing data to the new system
- Import approved data
- Conduct data verification
- Resolve migration errors
- Maintain data integrity

13. Data Security, Privacy and Backup

The proposed system shall ensure the security and confidentiality of organisational, employee and project data.

The bidder shall provide details of:

- User authentication
- Password policies
- Multi-factor authentication, if available
- Role-based access
- Data encryption in transit and at rest
- Secure hosting
- Firewall and network security
- Regular backups
- Disaster recovery
- Data restoration
- Login and activity logs
- Security updates
- Data retention
- Data deletion
- Incident response

The bidder shall specify:

- Data-centre location
- Backup frequency
- Backup retention period
- Recovery Time Objective

14. Audit Trail

The system shall maintain an audit trail of important activities, including:

- User login and logout
- Data creation
- Data modification
- Data deletion
- Approval and rejection
- Changes to employee information
- Changes to project information
- Changes to project activities
- Timesheet approval
- Report approval
- User-role changes
- Configuration changes

The audit trail shall identify the user, date, time, action and affected record.

15. Implementation Methodology

The selected bidder shall implement the system through the following indicative phases.

Phase I – Requirement Analysis

- Consultation with Aaranyak
- Existing process review
- Requirement gathering
- Process mapping
- Preparation of Software Requirement Specification
- Requirement validation and approval

Phase II – System Design

- System architecture
- Database design
- UI/UX design
- Workflow design
- Role and access design
- Reporting design
- Integration design

Phase III – Development and Configuration

- HRMS development
- PMA development
- Workflow configuration
- Dashboard development
- Report development
- Integration development
- Notification configuration

Phase IV – Testing

- Unit testing
- Integration testing
- Functional testing
- Security testing
- Performance testing
- User Acceptance Testing
- Defect correction

Phase V – Deployment

- Hosting setup
- System deployment
- Data migration
- User creation
- Role configuration
- Master-data configuration
- Go-live preparation
- Production deployment

Phase VI – Training and Documentation

- Administrator training
- HR/Admin training
- Finance training
- Division Head training
- Project Lead training
- End-user training
- User manuals

Phase VII – Warranty and Maintenance

- Technical support
- Bug fixing
- System updates
- Security updates
- Performance monitoring
- Backup monitoring
- Preventive maintenance
- Periodic review meetings

16. Expected Deliverables

The selected bidder shall provide, at minimum:

1. Inception report
2. Requirement gathering report
3. Process maps
4. Software Requirement Specification
5. System architecture document
6. Database design document
7. UI/UX design prototypes

8. Role and access-control matrix
9. Configured HRMS
10. Configured PMA
11. Configured workflows
12. Configured dashboards
13. Configured reports
14. Monthly project activity report module
15. Integration components, where applicable
16. Data migration templates
17. Migrated and verified data
18. Test plans and test reports
19. User Acceptance Testing report
20. Security and performance testing reports
21. Deployment and configuration
22. Training sessions
23. User manuals
24. System credentials and administrative access
25. Backup and recovery documentation
26. Warranty support
27. Maintenance and support plan
28. Final handover report

17. Bidder Eligibility

The bidder shall meet the following minimum eligibility requirements:

- Legally registered organisation or company.
- Valid tax registration and statutory registrations, as applicable.
- Relevant experience in software development or implementation.
- Experience in HRMS, project management or similar enterprise applications.
- Experience in dashboard and management reporting.
- Adequate technical and project management personnel.
- Experience in data migration and system integration.
- Capacity to provide post-implementation support.

The bidder shall provide details of at least three relevant assignments completed and implemented successfully during the past five years.

Aaranyak may request documentary evidence, work orders, completion certificates or client references.

18. Proposal Submission Requirements

The proposal shall be submitted in two separate parts:

A. Technical Proposal

The technical proposal shall include:

1. Cover letter
2. Organisation profile
3. Legal registration details
4. Relevant experience
5. Details of similar assignments
6. Client references
7. Understanding of the assignment
8. Proposed technical solution
9. Proposed HRMS architecture
10. Proposed PMA architecture
11. Functional compliance matrix
12. Implementation methodology
13. Project timeline
14. Data migration approach
15. Data security and backup approach
16. Integration approach
17. Training plan
18. Warranty and support plan
19. Service Level Agreement
20. List of third-party software and licences
21. Signed and stamped proposal

19. Financial Proposal

The financial proposal shall clearly indicate:

- Requirement analysis cost
- System design cost
- HRMS development/customisation cost
- PMA development/customisation cost
- Dashboard and reporting cost
- Integration cost
- Data migration cost
- Testing cost
- Deployment cost

- Training cost
- Documentation cost
- Licence/subscription cost
- Warranty cost
- Annual Maintenance and Support cost
- Optional features
- Applicable taxes
- Any other charges

The bidder shall clearly distinguish between:

- One-time costs
- Recurring annual costs
- Optional costs
- Third-party costs
- Taxes and statutory charges

The bidder shall clearly specify additional discount or benefits included within the proposed financial proposal

22. Financial Proposal Format

Sl. No.	Cost Component	One-Time Cost	Recurring Annual Cost	Optional Cost	Remarks
1	Requirement analysis				
2	System design				
3	HRMS development/customisation				
4	PMA development/customisation				
5	Dashboard and reporting				
6	Integration				
7	Data migration				
8	Testing & User Acceptance Testing support				

9	Deployment				
10	Training				
11	Documentation				
12	Licences/subscriptions				
13	Warranty support				
14	Annual maintenance and support				
15	Other costs				
16	Applicable taxes				
Total					

24. Implementation Timeline

The bidder shall provide a detailed implementation schedule covering:

- Requirement gathering
- Process mapping
- System design
- Development/customisation
- Configuration
- Integration
- Data migration
- Testing
- User Acceptance Testing
- Training
- Deployment
- Go-live support

The bidder shall propose a realistic overall implementation period and identify key dependencies and responsibilities of Aaranyak.

25. Warranty, Maintenance and Support

The bidder shall provide a warranty period after successful deployment.

The proposal shall specify:

- Warranty period
- Support hours
- Support channels
- Helpdesk process
- Response time
- Resolution time
- Escalation mechanism
- Security patches
- Backup support
- Annual maintenance charges
- Service Level Agreement

26. Ownership of Data, System and Intellectual Property

All organisational, employee, project and operational data entered into the system shall remain the property of Aaranyak.

The bidder shall not use, disclose, transfer, sell or share Aaranyak's data with any third party except with prior written authorisation from Aaranyak and for legitimate purposes related to the assignment.

The bidder shall clearly state the ownership and licensing terms for:

- Custom-developed software
- Source code
- Database structure
- Configurations
- Documentation
- Third-party software
- Reports and templates

The final agreement shall specify the rights of Aaranyak to access, use, modify, maintain and migrate the system and data.

27. Confidentiality

The selected bidder shall maintain strict confidentiality of all information, data, documents and records accessed during the assignment.

The bidder and its personnel shall not disclose or use such information for any purpose other than implementation, support and maintenance of the system for Aaranyak.

The selected bidder shall sign appropriate **confidentiality undertakings**.

28. Evaluation of Proposals

Proposals may be evaluated using the following indicative criteria:

Criteria	Weightage
Understanding of requirements	10%
Experience in similar assignments	15%
Technical solution and architecture	15%
HRMS and PMA functionality	20%
Implementation methodology and timeline	10%
Data security, scalability and integration	5%
Financial proposal including payment terms	25%
Total	100%

Aaranyak may conduct:

- Preliminary compliance evaluation
- Technical evaluation
- Product/system demonstration
- Presentation
- Reference checks
- Financial evaluation
- Negotiation with shortlisted bidders

Aaranyak reserves the right to modify the evaluation criteria and weightage, if required.

29. System Demonstration

Shortlisted bidders may be required to demonstrate their proposed solution.

The bidder shall demonstrate which features are available out of the box and which require customization or new development.

30. Right to Accept or Reject Proposals

Aaranyak reserves the right to accept or reject any or all proposals, wholly or partly, without assigning any reason.

Issuance of this RFP shall not constitute a commitment by Aaranyak to award the contract to any bidder.

Aaranyak reserves the right to:

- Seek clarifications
- Request additional information
- Conduct demonstrations
- Negotiate with shortlisted bidders
- Cancel or amend the RFP
- Reissue the RFP
- Award the contract in whole or in part

31. Contract and Payment Terms

The final contract shall define the agreed scope, deliverables, payment terms, service levels, warranties, confidentiality, data ownership and termination provisions.

The final *payment structure & terms* shall be agreed during contract negotiation.

32. Contact and Submission Details

Interested and eligible firms/agencies are invited to submit their technical and financial proposals in accordance with this RFP.

Organisation: Aaranyak

Address: 13 Tayab Ali Byelane, Bishnu Rabha Path, Beltola Tiniali, Guwahati – 781028, Assam

Submission Mode: email to the admin@aaranyak.org CC : mridusmrita@aaranyak.org

For any clarifications, contact:

Mrs. Mridusmrita Devi

Assistant Director & Head of Operations

Aaranyak

+91-9859642727

Email ID: mridusmrita@aaranyak.org

Annexure I – Bidder Information Form

Particular	Bidder Response
Legal name of bidder	
Registered address	
Correspondence address	
Contact person	
Telephone number	
Email address	
Website	
Year of establishment	
Legal registration number	
Tax registration number	
Number of employees	
Relevant experience	
Authorised signatory	
Signature and seal	

Annexure II – Bidder Declaration (in organization letter head)

We, the undersigned, certify that:

1. The information provided in this proposal is true and complete.
2. We have examined and understood the requirements of this RFP.
3. We accept the terms and conditions stated in the RFP, subject to clearly stated exceptions.
4. We have disclosed all assumptions, exclusions and additional costs.
5. We have disclosed any actual or potential conflict of interest.
6. We shall maintain confidentiality of Aaranyak's information and data.
7. We shall comply with applicable laws, regulations and contractual requirements.
8. Our proposal shall remain valid for the period specified in the RFP.

Name Bidder: Aaranyak



Name of Authorised Signatory: Bibhab Kumar Talukdar, Ph.D

Designation: Secretary General and Executive Director

Date: 23.10.2026

Official Seal:

