Annexure – III

COMMERCIAL FORMAT

Service	ONE TIME SET UP FEES
Payroll Management ■ Payroll database build-up ■ Documentation ■ Setting up employee master data bases ■ Creation of employee master databases and defining employee pay groups ■ Mapping of earning and deduction components to employee pay groups ■ Migration of past payroll data – of current financial year from the designated month onwards ■ Understand and operationalize reporting requirements -formats, contents, JVs, access levels etc ■ Test run for ensuring that the set-up is complying with delivery requirements, including reconciliation with actual runs (if any) already carried out ■ Defining and documenting the delivery relationship- dates, authorities, escalation etc.	

Monthly Fee for Payroll Processing

Description	Cost (in Rs.) per month
For up to 10000 employees in One Entity	
Additional amount for each employee above 10000 employees.	
Customization Cost for Change requests	Per man Day (no. of days to be decided mutually)

Assumptions:

1. The services include:

    a. Complete details as per Scope of work mentioned in the RFP and subsequent clarifications issued, if any.
    b. All MIS and Compliance / Regulatory reporting
2. All rates are to be valid for 5 years from the date of implementation and SBIL is free to increase or decrease the count of employees under the model during this period.
3. Standard exit clauses apply.
4. In case of exit by the vendor, the vendor should reverse migrate the data onto SBIL database or any other third party database and make it functional

(Name and Designation)

For and on behalf of _____