Ref No. – AVI/2021-22/0010   Date: - 10/05/2021

Dear Concern,

Reference: *Request submitted to you for the Quotation on 10/05/2021*

SL. No.	Product/Service Name	Compliances	ESS	Price (In Rupees)
1	Payroll Outsourcing (up to 250 employees)	No	No	**40 per employee per month**
2	Payroll Outsourcing (up to 250 employees)	Yes	No	**55 per employee per month**
3	Payroll Outsourcing (upto 250 employees)	Yes	Yes	**75 per employee per month**
4	Payroll Outsourcing (250 to 500 employees)	No	No	**38 per employee per month**
5	Payroll Outsourcing (250 to 500 employees)	Yes	No	**50 per employee per month**
6	Payroll Outsourcing (250 to 500 employees)	Yes	Yes	**70 per employee per month**

Note:- **If going for Attendance outsourcing too then 1 Machine one time cost will be Rs. 18,000/- and rest will be charges @ Rs. 10 per employee per month extra to above cost.**

P.S.:- **To Add Reimbursement Module to the above package Rs. 20 per employee per month will be charged as extra.**

Terms & Conditions

1. GST 18% applicable extra.
2. Valid for 7 days from the date of quotation.
3. Payment 100% in Advance.
4. Cheque should be in favour of "AVI HR Software Private Limited".
5. Minimum Employee billing should not be less than 60 employees per month.

Note: - Attendance has to be provided by end customer either through excel or by providing us access to their biometric machine. (We can also install biometric machine at end customer premises but costing for the same is extra to the above packages.)

For AVI HR Software Private Limited,

Avinash Sharma

OUTSOURCING

Outsourcing is an arrangement in which one company provides services for another company that could also be or usually have been provided in-house. Outsourcing is a trend that is becoming more common in information technology and other industries for services that have usually been regarded as intrinsic to managing a business. Outsourcing can range from the large contract in which a company like IBM manages IT services for a company like Xerox to the payroll management of SMEs.

Payroll outsourcing

Processing Monthly Salaries:-

- All you need to do from your end is, send us the variable monthly particulars. From thereon, our operational experts take care of everything.

- Processing your payroll based on the latest legislative updates.

- Monthly Loan/Advance EMI adjustment.

- Validating the inputs received with your organization or previously determined policies.

- Providing you with consolidated reports (standard and customized). Like Payslip, Salary registers etc.

Payroll Compliance:-

- Ensure accurate processing of the following compliances–

- Provident Fund (PF)

- Employee State Insurance (ESI)

- Professional Tax (PT)

- Form 16 Generation.

Get consolidated monthly reports and challans of remittances. Furthermore, get assistance with consolidated information during audits and inspections.

Processing Reimbursements and Arrears:-

Once your employees submit their reimbursement claims to us, we –

- Validate the claims based on your policies

- Integrate the validated claims with payroll data

- Send consolidated reports on changes made

Full and Final Settlement

- Our operational specialists are also industry experts who understand all the intricacies involved in the full and final settlement process. We manage everything from –

- Calculating payable days

- Leave Encashment days/Notice Period recovery

- Investment proofs and reimbursement claims during final settlements

- Other payments/deductions

- Consolidated reports on net payable/recoverable, final tax workings, journal voucher etc.

Quarterly returns filing (Form 24Q)

- Our internal reconciliation process is comprehensive and ensures maximum accuracy with regard to taxes deducted. All variances are sought clarification and only then do we proceed with uploading the base file into the eTDS and subsequently generate the Form 27A. This form is then shared with clients.

ESS:-

ESS portal - General Activities

View your personal information, such as payslips, personal details, etc.

Access, download and print any official documents and letters published onto the ESS by the HR or Payroll personnel for you.

Access, download and print the latest company policies, forms and employee handbook published onto the ESS by the HR or Payroll personnel.

Just like any social network, view, like and comment on real-time company updates, events and news on our Social Feeds section. Appreciate colleagues, debate and discuss various topics with them and so on.

ESS portal - Leave

View leave balances (across all leave types) and holiday details.

Employees and managers can apply for and approve or reject leaves/ restricted holidays, respectively, based on leave balances and project requirements.

View team's leave information.