




PROPOSAL- PAYROLL OUTSOURCING SERVICES



RDK PAYROLL SOLUTIONS

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ABOUT 'RDK PAYROLL SOLUTIONS'- RDK

Who are we



RDK is in the Payroll and Accounting services for the last two decades and has been dedicatedly providing a comprehensive range of Payroll and Accounting services to all-sized businesses. In today's dynamic and ever-changing business environment, it is imperative to understand the current needs of

businesses. We adopt a comprehensive approach to provide services to our clients.

Our Mission and Vision

Depending on where you're at, that might mean helping you set up or expand your operation. Or it could mean providing you with Payroll Processing, Accounting Services and Administration solutions that allow you to focus on your core business. In either case, we're here to help you achieve your business goals.

We are dedicated to serving our clients and communities with a high level of services, honesty, integrity, knowledge, and professionalism.

Our Offices

Our state of the art offices are located in the city of Delhi, the capital of India and Noida, the largest and developed city in the state of Uttar Pradesh. These are India's most populous cities and have a very educated labor force and great technology infrastructure that ensures really great workers providing the best quality services.

PAYROLL OUTSOURCING SERVICES

Payroll is amongst the most daunting task of HR department, we understand that it is not just about distributing monthly salaries to your employees, but encompasses a whole lot of



functions, complex and time consuming. Employee satisfaction somewhat depends on the payroll management services, they won't tolerate the errors in payroll. And the undeniable fact is that nobody commences a business or company to spend half of their time in managing paperwork and complying payroll laws. That's

why we are here. By providing you an end-to-end service in payroll, you can say goodbye to extra time spent administering your payroll and rather focus on growing your business.

With growing percentage of the young population in India and expanding service industry, the need for efficient payroll management consultancy is increasing. In a competitive environment where organisations need to establish themselves as the best employers. Employees, at the same time, look for a healthy & friendly workplace hence they are inclined towards working in firms with streamlined payroll management.

Why payroll outsourcing services

Processing payroll accurately and efficiently is not only critical to managers and business owners, it's important to employees. Employees expect payments to be correct and on time, and as a company's most valuable asset, they should.

There are some common challenges faced by organisations, regardless of their size, that create the need for outsourced payroll management. Below are reasons why some companies outsource:

Diversification and growth

One of the challenges is diversification & growth of any organisation. It creates pressure on the existing resources, shifting their focus from the routine payroll activities to other essential assignments, which are necessary for growth.

Cost saving

Eliminates cost of initial hardware, software and reduces spending on technology upgrades due to obsolete functionalities and changes in statutory requirements

Change in company focus

Reduce the time spent on administrative task and to refocus on strategic planning

Growing need for companies to leverage on established HR service providers for information and expertise that are not available internally

Strategic partnership with Payroll service providers enable more flexibility and tailor-made solutions for ever-changing operational needs

Avoid Interest & Penalties

Payroll firms understand tax law. It's their business to be updated with the government rules and regulations. If there is any mistake, RDK payroll will make corrections while handling any errors. Thus you can avoid interest and penalties.

WHY US ?

If you are looking to build a long-term relationship for your organisation's payroll processing requirements with a promise of commitment, believe us you don't need to look any further. Welcome to RDK Payroll Services - one of the leading Payroll service providers in Delhi NCR, who value your time as much as its own and offer you the best in class payroll services solutions. You can bank on us irrespective of the

size of your company as long as you are focussed on growing.

As your Payroll Processing partner, we aim to offer you a flexibility and streamline payroll outsourcing services at competitive prices. Our goal is to help you achieve tangible benefits in the areas of cost savings as well as increase service level performances. We are proud to be a part of your great success.

Start-Ups & Small-Scale Businesses

If you are running a small-scale business or a start-up or are thinking to start one, you'd need to pay special heed towards building your customer base & expanding your business. You might have a small team & limited database to maintain, but your crucial time shouldn't be invested in payroll compliance worries. How about outsourcing the cumbersome task to experts who will take care of your employees while you take care of your business? We believe you said yes! If so, feel free to reach out to us at rdkpayroll@gmail.com

Medium-Scale Businesses

Medium sized ventures have reached this far and can grow faster than their larger peers as they enjoy the right mix of experience and potential. For companies in this segment it thus becomes imperative to put undivided focus on building on their growth momentum and leave the payroll management and compliances to the experts like RDK.

Large-Scale Businesses

With a large business comes a huge amount of employee data and administrative responsibilities. Payroll outsourcing will benefit your large-scale organisation with efficient and cost saving solutions. We provide secured and seamless data integration for employee data processing. So, join hands with RDK payroll management and get ensured monthly payroll processing.

We take great pleasure in proposing our payroll outsourcing services to your company. First and foremost, we would like to thank you for the opportunity to extend this proposal to you and hope that we can work together in synergy to expand and grow together.

PAYROLL PROCESSING SERVICES

The moment you contact us with your payroll requirements, we'll schedule your face-to-face meeting with one of our specialists. This is because understanding the client's business is



what lays the foundation of any payroll system. During the client consultation, you share your specific needs and transfer your existing employees' payroll data & we offer you payroll solutions that are tailor-made for your business. Once you agree upon the suggested Payroll services and discussed timelines, we'll embark

on your project. There's more to it! Our team will perform a trial payroll process before integrating it with the original database to ensure a seamless transition.

One Time Activities

- Salary and benefits structuring
- Data migration
- Setting up rules and employee master creation
- Dry and parallel runs

Recurring Activities

- Updation of new appointments and resignations
- Updation of Increments/ Arrears and Overtime
- Computation of withholding taxes- TDS
- Payroll Processing
- Pay slips
- Closure of full and final settlements for employees
- Preparation and filing of quarterly TDS returns
- Client and employee query management

Annual Activities

- Income tax computation
- Receipts and verification of declaration and proof
- Generation of TDS certificate in Form 16

Reports and MIS

- Salary and wages register
- Leave reports
- IT reports

Other Activities

- TDS returns other than salaries
- Filing of It returns for Individuals and corporates

ACCOUNTING AND BOOKKEEPING SERVICES

Bookkeeping is ensuring that the key financial information is properly documented in the right accounting books. Without auditing, bookkeeping services, the accounting process cannot be carried out.



Financial statements like the Balance Sheet and Income Statement are prepared on the basis of data from the accounting books. To ensure that there is no error while preparing the books, we at RDK Payroll Solutions, help you with all your accounting and bookkeeping services for small businesses needs.

Reconciliation

We help in reconciling the bank statement with the cash receipts and payments to ensure accounting records are accurate. This also includes the preparation of the receivable and supplier statements with the outstanding invoices and bills respectively.

Recording transactions

Your transactions need to be maintained using the double entry system. We ensure that there are two entries for all transactions, debit, and credit. The debit and credit need to be recorded in the right account so that books can be closed on time.

Balancing of books

We balance the clients' books every quarter where the debits and credits are tallied. Once this is complete, the trial balance is prepared.

Financial statements

Once the books are balanced, the data is then used for the preparation of financial statements like:

1. Balance Sheet
2. Income & Expenditure Statement
3. Cash Flow Statement

Our bookkeeping professionals will provide end-to-end solutions starting with the classification of transactions to generating required data for preparing financial statements.

Statutory compliances



Payroll firms understand tax law. It's their business to be updated with the government rules and regulations. If there is any mistake, RDK Payroll Solutions will make corrections while handling any errors. Thus you can avoid interest and penalties.

Payroll processing involves much more than simply writing checks. It requires handling every detail related to timekeeping, taxes, payments, direct deposits, and compliance. Systems and features vary among payroll processing companies.

Our Services

- Attendance and leave records
- Salary and wages register
- Calculation, deposits and returns of PF and ESI as required by the relevant law
- Any correction of client records in EPFO and ESIC departments
- Professional tax, if applicable
- Labour welfare fund
- Computation of withholding taxes- TDS
- Receipts and verification of declaration and proof
- Preparation and filing of quarterly TDS return in Form-24Q
- Generation of TDS certificate in Form 16

OUR PROFESSIONAL FEES

We offer services at very competitive prices with high quality. The pricing will depend on the type of work, complexity, turnaround times etc. Once we receive your detailed requirements our team will review and do sample to provide appropriate quote.

Particulars	Details	Amount (Rs.)
One time Set up Fees	Creating and setting up new database based on parameters determined by the client for existing employees Checking and rectifying any historical issues (if any)	
Monthly Professional Fee	1 to 20 Employees 21 to 40 Employees 41 to 60 Employees 61 to 80 Employees 81 to 100 Employees 101 to 125 Employees 126 to 150 Employees 151 to 175 Employees 176 to 200 Employees 201 to 225 Employees 226 to 250 Employees 251 to 275 Employees 276 to 300 Employees 301 to 350 Employees 351 to 400 Employees 401 to 450 Employees 451 to 500 Employees More than 500 Employees	Rs. 8,000 Rs. 14,000 Rs. 18,000 Rs. 22,000 Rs. 25,000 Rs. 28,750 Rs. 30,000 Rs. 31,500 Rs. 34,000 Rs. 36,000 Rs. 37,500 Rs. 38,500 Rs. 39,000 Rs. 44,800 Rs. 50,000 Rs. 55,350 Rs. 60,000 Rs. 120/- per Employee

Goods and Services Tax- GST

The above fees do not include Goods & Service Tax (GST) @ 18% which will be billed separately as and when applicable, together with the monthly invoice.

Out-of-pocket Expenses

Out-of-pocket expenses, namely dispatch costs, printing and stationery, travelling expenses to and from client's office and other incidentals shall be billed at cost.

Parallel run of payroll

Once Payroll is completed, if the Client requests for changes in payroll, RDK will reverse the payroll and re-run it, re-generate reports and re-check – RDK will charge the Client 20% of the monthly fee for this process.

SYSTEM FUNCTIONALITY

RDK will provide the above services using own developed payroll software, strengthened optimally over a period of time. This system is extremely powerful, reliable and error-free.

The above applications will be hosted in our secured server, workstations, networking equipment and operating systems with proper back-up devices.

All data sent to client in relation to employees' information will be encrypted to protect clients' confidentiality.

ENGAGEMENT PROCEDURES

The moment you contact us with your payroll requirements, we'll schedule your face-to-face meeting with one of our specialists. This is because understanding the client's business is what lays the foundation of any payroll system. During the client consultation, you will share your specific needs and transfer your existing employees' payroll data & we will offer payroll solutions that are customized for your business and your requirements. Once you formally agree upon the HR services and timelines, we'll embark on your project. Outlined below are procedures of outsourcing services engagement between RDK Payroll Services (RDK) and Client :

1. RDK shall provide an Official Outsourcing Service Quotation and complete Scope of Work to Client.
2. Client shall agree and sign in an Outsourcing Service Contract with RDK consented by both parties.
3. Client shall provide RDK all information related to initial setup of its human resource, payroll, accounting and all other related/necessary information.
4. Input for processing would be mailed by the Client from its HO/Registered office and output would be sent by RDK to client's HO/Registered office.
5. RDK shall proceed to set up all necessary systems and routines of its monthly outsourcing services.

SERVICE LEVEL GUARANTEE

Our utmost priority is to ensure prompt and accurate monthly salary payments and contributions to the statutory bodies in India. In the event of errors proven to be committed by us, we will rectify same within a reasonable time-frame.