

د افغانستان اسلامي جمهوریت
خبري وزارت



د خبري وزارت د پراخو خبرو

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- **Remote \ Prison \ Work from home Employee Management:** The software should offer features to manage attendance for remote employees, considering different prisons and work arrangements.
- **Attendance Calendar Views:** The application should provide calendar views that allow administrators to track attendance and leave requests for individual employees and the entire organization. Also features to generate customizable attendance reports.
- **Multi-Location Attendance Machine Sync:** The software should seamlessly synchronize attendance data from various physical locations as well as different IP address ranges for prisons with multiple locations.
- **Employee Attendance Insights:** The software should generate insights and reports on employee attendance patterns to support decision-making and performance management.
- **Biometric Device and Geo-Location Check-Ins:** The system should support attendance tracking using biometric devices, virtual check-ins, and geo-location check-ins to ensure accuracy and prevent time fraud.

B. Payroll Management:

- **Payrolls:** The software should support the creation and management of an unlimited number of payroll runs.
- **Automated Data Sync:** Attendance, overtime, and benefits data should automatically synchronize with the payroll system, minimizing manual data entry and reducing errors.
- **Automated Pension Calculation:** The software should calculate pension contributions automatically, ensuring accuracy and compliance with pension regulations.
- **Bank-Ready Documents:** The system should generate documents required for payroll processing, such as pay stubs and direct deposit information.
- **Pension-Related Documents:** The software should also generate pension-related documents required for regulatory compliance.
- **Payroll Statements and Reports:** The system should provide payroll statements and reports for both individual employees and the organization as a whole, facilitating transparency and record-keeping.
- **Deduction Management:** The software should manage automated deductions for loan repayments, benefit schemes, and other financial adjustments.
- **Multi-Currency and Split Salary:** The system should accommodate payroll processing in multiple currencies and support split salary arrangements for international employees.



- **Bonus and Off-Cycle Payrolls:** The software should handle bonus payments and off-cycle payrolls, ensuring accurate compensation for special circumstances.
- **Payroll Insights:** The system should offer insights and reports on payroll data, both at the employee level and for the entire organization, to aid in financial planning and analysis.

Note: Payroll system should generate final parole sheets as per the format given by Ministry of finance that is compatible for SAP upload.

C. HR Management:

- **Employee Onboarding:** The application should streamline the onboarding process, including documentation submission, policy acknowledgment, and orientation.
- **Co-Worker Directory:** The system should provide a searchable directory of employees to facilitate communication and collaboration.
- **Documentation Management:** The application should serve as a centralized repository for employee documentation, such as contracts, performance reviews, ID card copies, passport copies, license copies, certifications.
- **Role Assignment:** Administrators should be able to assign roles and responsibilities to employees, granting appropriate permissions based on their job functions.
- **Customizable Permissions:** The software should allow administrators to customize permissions for both administrators and managers, ensuring data security and privacy.
- **Promotion and Demotion Management:** The system should support the management of employee promotions and demotions, updating roles and compensation accordingly.
- **Salary Snapshots:** The application should maintain historical salary information to allow for comparisons and salary history tracking.
- **Work Hours Insights:** The system should provide insights into employee work hours, both at the individual and organization-wide levels, aiding in workforce management.
- **Reports and Insights:** The software should generate comprehensive reports and insights related to HR data, supporting strategic decision-making and compliance efforts.

D. Shift Management:

- **Shift Creation and Assignment:** The software should allow administrators / supervisors to create different shifts and assign specific duties to employees based on their roles and responsibilities.



- **Audit Trails:** Maintain detailed logs of user activities within the system. This helps in tracking changes, identifying unauthorized access attempts, and maintaining accountability.
- **Data Privacy Compliance:** Ensure compliance with data privacy regulations such as GDPR, CCPA, and other applicable laws.
- **Secure Communication:** Use secure protocols (such as HTTPS) for all communication between users and the software to prevent data interception during transmission.
- **Regular Security Audits:** Conduct regular security assessments and audits to identify vulnerabilities and ensure that security protocols are up to date.
- **Data Backups and Disaster Recovery:** Provide data backup procedures and disaster recovery plans to ensure data availability in case of system failures, data corruption, or other emergencies.
- **Vulnerability Management:** Stay proactive and support in identifying and patching vulnerabilities. Implement a process to promptly address security vulnerabilities through updates and patches.
- **Employee Training:** Provide training resources for employees and administrators to educate them about security best practices.
- **Secure Hosting:** Ensure that the hosted infrastructure meets industry-standard security practices, including physical security, data isolation, and intrusion detection.
- **User Account Management:** Implement features for administrators to easily manage user accounts, including the ability to deactivate accounts of former employees or revoke access when needed.

3. Proposal Submission:

Interested vendors are requested to submit their proposals in a clear and organized manner. The proposal submission process ensures that all relevant information is gathered and presented uniformly, making it easier for the evaluating team to assess and compare different proposals.

- **Detailed Description of the Solution:** Vendors should provide a comprehensive description of their prebuilt customizable web-based HR Management Software solution. This description should cover how the software addresses each of the specified features and requirements listed in the RFP. The description should be detailed and specific, demonstrating the vendor's understanding of the project's scope and the capabilities of their software.



- **Explanation of Alignment with Requirements:** Vendors should clearly explain how their software solution aligns with the specified requirements in the RFP. They should provide specific examples or use cases to showcase how their software addresses the organization's needs for attendance and time management, payroll, HR management, shift management, and leave management.
- **Pricing Details and Licensing Model:** Vendors should provide a breakdown of the pricing structure. If the software is licensed-based (per user), vendors must specify whether it is based on a subscription model or a perpetual license. If licensed-based, vendors must detail the pricing for each type of license, any volume discounts available, and the duration of the license (e.g., monthly, annually). Additionally, any optional add-ons or customization costs should be clearly outlined.
- **Implementation:** Vendors should provide details about the deployment (implementation) method, including where the software will be hosted. Specify whether the software will be hosted on the organization's premises, hosted by the vendor own platform or on a cloud-based platform. Additionally include an implementation timeline that outlines the key milestones and phases of the implementation process.
 - **Implementation Method:**
 - **Hosted in Organization:** The software will be hosted on the organization's premises.
 - **Hosted by Vendor:** The software will be hosted on the vendor's infrastructure.
 - **Cloud Premises:** The software will be hosted on a cloud-based platform.
- **Technical Support and Training Offerings:** Vendors should specify the technical support options they provide, including response times, support channels, and availability. Additionally, details about training resources, such as user manuals, video tutorials, or on-site training sessions, should be included.
- **Vendor's Experience and References:** Vendors should showcase their experience in providing similar solutions. They can provide information about previous clients, case studies, and examples of successful implementations. References from organizations with comparable needs can be included to validate the vendor's capabilities.
- **Client References:** The proposal should include references from clients who have implemented the vendor's prebuilt customizable web-based HR Management Software solution. These references should demonstrate positive outcomes, user satisfaction, and successful use cases.



4. Technical Evaluation Criteria:

The evaluation criteria are the set of standards and attribute that will be used to assess and compare the different proposals from software vendors.

Given below is the detailed explanation of each aspect of the evaluation criteria for the Human Resources Management Application RFP:

- **Alignment with Specified Features and Requirements:** This criterion evaluates how well the proposed software meets the outlined features and requirements in the RFP. The vendor's proposal should clearly demonstrate how their solution addresses each specified feature, functionality, and requirement in a comprehensive and effective manner.
- **User-Friendliness and Interface Design:** The ease of use and the intuitiveness of the user interface are essential. The evaluation will consider the software's user experience (UX) design, navigation, and the ability of users to interact with the system efficiently without extensive training.
- **System Scalability and Flexibility:** The software's ability to handle an increasing number of users and data volumes as the organization grows is crucial. Scalability also involves how well the software adapts to changes in business needs without requiring extensive modifications.
- **Data Security Measures:** This criterion assesses the security features implemented within the software to safeguard sensitive employee data. It includes encryption, access control, authentication mechanisms and compliance with data protection regulations.
- **Pricing Competitiveness:** The proposed pricing structure, including licensing, implementation costs, ongoing maintenance fees, and any additional charges, is reviewed for competitiveness and value for the features provided.
- **Vendor's Reputation and Experience:** The vendor's track record and experience in providing similar HR software solutions are considered. This may include their portfolio, client references, testimonials, and the vendor's reputation in the industry.
- **Technical Support and Training Offerings:** The availability and quality of technical support services, including response times, channels of communication, and support during implementation and post-implementation stages, are evaluated. The availability of training resources for users and administrators is also considered.
- **User Experience and Employee Feedback:** If possible, user feedback and experiences from similar organizations that have used the proposed



software are taken into account. Positive user experiences and feedback demonstrate the software's effectiveness in real-world scenarios.

- **Compliance with Regulations and Standards:** The vendor's ability to meet industry-specific regulations and standards relevant to HR management, data privacy, and security is evaluated. This ensures the organization remains compliant with legal requirements.
- **Customization and Adaptability:** The degree to which the software can be customized and adapted to suit the organization's unique workflows and processes is assessed. This includes evaluating the software's configurability and the availability of customization options.
- **Demonstration and Proof of Concept:** If possible, vendors may be required to provide a demonstration or proof of concept to showcase how their software performs in real-world scenarios, further validating their capabilities.

NOTE; - By evaluating proposals against these comprehensive criteria, the organization can make an informed decision to select a Human Resources Management Software that best aligns with its needs, objectives, and technological environment. The evaluation will be conducted in order to present our bid committee with the best choices that the evaluation committee has determined. According to point 12 of this information sheet, the bid committee will assign grades.

