MALDIVES HAJJ CORPORATION LIMITED

HR System

26th May 2024

1. Instruction to the bidders

A. Introduction	
Scope of Bid	The Maldives Hajj Corporation Limited (MHCL) is seeking a party to provide HR system.
Eligible Bidders	Any local business registered in the Maldives are eligible to participate in the tender.
B. Preparation of Bid	
Language	The language of the Bid should be in English or Dhivehi
Documents Comprising the Bid	- The Registration Certificate, issued by the Ministry of Economic Development. - Company Profile/background - Goods and Service Tax (GST) Registration certificates (if applicable). - Reference documents showing past experiences of similar projects carried out indicating the project name and project value. (if applicable) - Bid Submission Form in Annex 1 of this document. - Quotation in Annex 2 of this document. Late submission of any of the above-mentioned documents will not be entertained.
Bid Prices and Currency	All the prices are to be quoted in Maldivian Rufiyaa (MVR) and inclusive of GST.
Validity of Bid	30 (Thirty) Calendar days from the date of bid submission.
Bid Security	Not Applicable
Performance Security	Not Applicable
Format of Bid	One Copy in a sealed envelope stating the name of the project and the bidder information on the cover
C. Prebid meeting, bid submission, and Opening of Bids	
Acceptance of Bids	MHCL shall not accept bids before or after the specified closing time.
The venue, date and time of Bid submission and opening	Maldives Hajj Corporation Limited, Second Floor, G. Sikandharu, Lonuziyaaraiy Magu, Male', 20320, Republic of Maldives.

	<u>At 11:00 hours on Thursday, 04th June 2024</u>
Contact details for further Clarifications	Procurement Department Email address: procurement@mhcl.mv
Deadline for Clarification	11:00 hours on Sunday, 02nd June 2024

D. Bid Evaluation and Awarding of Contract
Bids will be evaluated and awarded collectively taking into consideration the total proposed value of the individual bids. Points will be distributed, and the evaluation will be carried out as per the Evaluation Criteria described in this document.

2. Bid Evaluation Criteria

	Criteria	Percentage
	Price: The maximum marks allocated for the Price is 80. The formula used for the computation of the score is as follows: Price score = $$\frac{\text{Cheapest proposed price from among received bids}}{\text{Particular Bidder's proposed price}} \times (80\,\%)$$	80%
	Experience: The maximum marks allocated for Experience are 20. - Marks will be awarded based on the number of reference documents submitted. TWO marks will be awarded for each valid reference document. - Reference documents within the past 05 years shall only be considered. - The bidder shall not submit more than 01 references from the same company/institution.	20%
	Total Score	100%

3. Scope of work

MHCL is seeking a party to provide an HR software solution to efficiently manage human resource tasks within the company.

The new system must include the following features:

- Customizable fields to capture essential employee information such as name, contact details, job title, qualifications, etc.

- Easy access to comprehensive employee history for informed decision-making.

- Implementation of a robust document management system with access and version controls for secure storage and retrieval of relevant documents.

- Enable automated reminders and notifications for important events to enhance organizational efficiency.

- Digital platform for job posting.

- Applicant Tracking System (ATS) for efficient application management and interview scheduling.

- Configurable onboarding workflow with digital forms and checklists for a seamless transition.

- Pre-boarding communication platform to engage new hires and provide necessary resources.

- Time tracking options including manual entry, biometric authentication, and mobile app integration.

- Leave management system with electronic request submission and customizable approval workflows.

- Real-time report generation on time worked, leave balances, and other relevant metrics.

- Payroll functionalities for accurate pay calculations and benefits management.

- Secure self-service portal for employees to access detailed salary information.

- Tools for goal setting and performance reviews based on SMART framework.

- Customizable performance management templates and rating scales.

- Secure online portal accessible across devices with multi-factor authentication.

- Employee ability to update personal information, request leave, view balances, and access pay information.

- Generation of customizable reports on key HR metrics to facilitate data-driven decision-making.

- Robust security measures to safeguard sensitive HR data.

- Control access based on roles and permissions to ensure data confidentiality and integrity.

Annex 1- Bid Submission Form

[*Name and address of Client*]

Dear Mr. Mohamed Shakeel,

We, [*insert name of the company/personnel*] offer to provide the service for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our proposal sealed in an envelope.

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by the client.

(b) We meet the eligibility requirements.

(c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We remain,

Yours sincerely,

Authorized Signature {*In full and initials*}: _____

Name and Title of Signatory: _____

Address: _____

Contact information (phone and e-mail): _____

Annex 2 - Quotation

(Name of the bidder)   (TIN No.)
(address)   (Quotation number)
(Email & contact number)   (Quotation Date)

(Client)

Description	Total Price (MVR) (Including 8% GST)
Monthly Subscription fee	
Installation and setup charges	
Total	

(Authorized by)
(Company seal if applicable)