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# គណៈកម្មាធិការសាលាដំបូង

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ក្រសួងយុត្តិធម៌ និង រដ្ឋប្បវេណីសាលាដំបូង ភ្នំពេញ

លេខសំណុំរឿង: 195-A-GA/1/2019/45 ( 10 ខែ កញ្ញា 2019 )



ޖެޖެސޯޝަން ސަރވިސް ޖަޖެސަރިޓީ

މާލެ، ދިވެހިރާއްޖެ

ސަލާސަތު: 1 - ސަލާސަތު ފަދަ ދުވަސް ފަދަ ދުވަސް ފަދަ ދުވަސް

<p>1</p>	<p>1.1</p>	<p>(IUL)195-A-GA/1/2019/45</p>	<p>1.1</p>
<p>10</p>	<p>1.2</p>	<p>1.3</p>	<p>1.3</p>
<p>2</p>			
<p>2.1</p>	<p>2.1</p>	<p>2.2</p>	<p>2.2</p>
<p>2.3</p>	<p>2.3</p>	<p>2.4</p>	<p>2.4</p>



<p>4</p>	<p>4.1</p>	<p>4.1.1. 1. 2. 3. 4. 5. 6. 6.</p>
<p>5</p>	<p>5.1</p>	<p>5.1.1. 5.1.2.</p>
<p>5.2</p>	<p>5.2</p>	<p>5.2.1.</p>
<p>5.3</p>	<p>5.3</p>	<p>5.3.1.</p>
<p>5.4</p>	<p>5.4</p>	<p>5.4.1.</p>
<p>5.5</p>	<p>5.5</p>	<p>5.5.1.</p>
<p>5.6</p>	<p>5.6</p>	<p>5.6.1.</p>
<p>6</p>	<p>6.1</p>	<p>6.1.1. 6.1.2.</p>
<p>6.2</p>	<p>6.2</p>	<p>6.2.1.</p>



<p>17.19 17:19</p>	<p>17.19</p>
<p>8.3</p>	<p>8.3</p>
<p>9. 9.1</p>	
<p>9.1</p>	<p>9.1</p>
<p>9.2</p>	<p>9.2</p>
<p>9.3</p>	<p>9.3</p>
<p>9.4</p>	<p>9.4</p>

2 : **မိုးရေချိန် အတိုင်း အညွှန်းပေးရန် အညွှန်းပေးရန်**

အမျိုးအမည်	အမျိုးအမည်	အမျိုးအမည်
50	50X အညွှန်းပေးရန် (အညွှန်းပေးရန် အညွှန်းပေးရန်)	အညွှန်းပေးရန်
30	30X အညွှန်းပေးရန် (အညွှန်းပေးရန် အညွှန်းပေးရန်)	အညွှန်းပေးရန်
20	အညွှန်းပေးရန် (အညွှန်းပေးရန် 20 ဝက်)	အညွှန်းပေးရန်
100		အညွှန်းပေးရန်



4. The features and workflow of the proposed software should generally be based on the laws and regulations of Civil Service Commission.
5. Must be able to adjust to specific laws and regulations related to Judicial Service Commission.
6. Must be Cross Browser Compatible
7. Must provide an interface to integrate multi proximity / biometric readers with the software in order to generate time and attendance data.
8. Must be able to generate real time and manual staff attendance data as per the attendance policies and provide necessary amendments to the software as per the Organization's policies and procedures
9. Must be able to define an Organization based default roster and should be able to replicate department-based rosters as per specified period by the Organization based on department roles
10. Must be able to manage multiple duty shifts
11. Must be able to create Normal, Rotational, Ramadan & Flexi Rosters
12. Must be able to amend attendance data based on staff attendance amend requests
13. Must be able to generate below reports based on attendance data:
  - a. Attendance Report (Management / Department / Section / Staff)
  - b. Late Data Report (Management / Department / Section / Staff)
  - c. Overtime Data Report (Management / Department / Section / Staff)
  - d. Attendance Summary Report
  - e. Attendance Log Report
14. Must be able to create a fully comprehensive Organizational Structure with Entity settings aided with visual diagram of the Organization Structure
15. Must be able to provide a Job Registry as per Civil Service Commission guidelines
16. Must be able to define Job / Staff quota as per Organization's policies
17. Must provide an Authentication feature in order to adapt changes to the Organization Structure
18. Must be able to define below details for Designation entry
  - a. Rank
  - b. Classification
  - c. Designation Identification



- d. External Designation
- e. Role Assignment

19. Must be able to generate Organization Structure report

20. Must be able to provide a comprehensive Employee Information Management portal with below features as minimum requirement:

- a. Full Name
- b. Bank Account Number
- c. User Name (Active Directory Authentication)
- d. SAP Number
- e. Record Card Number
- f. NID Number
- g. Employee Chit Number
- h. Designation / Title / Department
- i. Job Description
- j. Allocated Leaves & Management
- k. Working hour management
- l. Address Details
- m. Contact Details etc...

21. Must be able to provide Staff Contract Management

22. Should be able to manage Expatriate staff members. (Recruitment, Medicals, Insurance, Leave Management and Terminations)

23. Should be able to provide mix-mode authentication

24. Must be able to integrate the authentication process to active directory and provide software generated native user authentication.

25. Should be able to define Organization assigned Leaves

26. Should be able to apply leave restrictions and overtime restrictions for a department, section, unit or an employee and manage work handover.

27. Should be able to manage National, Organization defined holidays

28. Should be able to manage Islamic Holiday Management

29. Should be able to generate a Leave Plan Calendar & Set Reminders for Events

30. Should be able to provide a full staff related Transaction Management portal which can automate the below features:

- a. Hibernation Management
  - b. Designation Management
  - c. Transfer Management
  - d. Probation Management
  - e. Termination Management
  - f. Duty Travel Management
  - g. Caution Management etc...
31. Employee should have an Employee Portal where they can manage below aspects:
- a. View Daily / Monthly Attendance
  - b. View Out of Office and Overtime Data
  - c. Request & Track Attendance / Overtime Approval Process
  - d. View Leave Status
  - e. Request & Track Leave Approval Process
  - f. View Duty Schedule
  - g. View Assigned Supervisors & Workflow
  - h. View Hibernation
  - i. View Reactivation
  - j. View Job Rotation / Promotions and Demotions
  - k. Individual Events / Task Management
  - l. Supervisors should be able to Edit & Manage assigned Staff Requests
  - m. View Pay Slips (Staff Only) etc...
32. Should be able to manage multiple staff benefit plans
33. Manage Employer – Employee Contributions
34. Must be able to manage Hire Purchase Schemes (STO, MIB, MFLC etc...)
35. Must be able to manage Staff Incident Compensations
36. Must be able to manage staff Qualifications, Awards, Skills, Licenses Memberships, Language etc...
37. Must be able to manage Qualification Institutes and Awarding Bodies
38. Must be able to manage In-house Trainings, Training Attendance & Nominate Staff for Trainings



- 56. Section Specific Restrictions using Administrative / HR Associates
- 57. Manage and Monitor Attendance Devices
- 58. The software should support no less than 2000 staff.
- 59. Software should support SMS Feature using SMS gateway, which support both outgoing and incoming of notifications such as sending bulk SMS, Send & Receive all types of leave requests.
- 60. The database should be on MS SQL.
- 61. Software must support Windows Environment
- 62. Should be able to instantly raise Error Logs to developers
- 63. Should be able to download and extract Software Update Features
- 64. IT Personnel must be able to execute bug fixes
- 65. Manually upload attendance logs from remote sites
- 66. Staff based in remote sites should be able to access software through online portal
- 67. Should be able to host through internet
- 68. Role based menu controlling and restrictions  
Should provide a centralized dashboard based on staff roles

**3.3.1**

3.1. Software should support no less than 2000 staff. The software should support SMS Feature using SMS gateway, which support both outgoing and incoming of notifications such as sending bulk SMS, Send & Receive all types of leave requests.

3.2. The database should be on MS SQL. Software must support Windows Environment. Should be able to instantly raise Error Logs to developers.

3.3. Software should support SMS Feature using SMS gateway, which support both outgoing and incoming of notifications such as sending bulk SMS, Send & Receive all types of leave requests.

3.4. Software should support SMS Feature using SMS gateway, which support both outgoing and incoming of notifications such as sending bulk SMS, Send & Receive all types of leave requests.

សេចក្តីលេខ 4 : ព្រះរាជក្រឹត្យ

ព្រះរាជក្រឹត្យ 1- អនុញ្ញាតឱ្យប្រើប្រាស់ភាសាខ្មែរ

1. អនុញ្ញាតឱ្យ ភ្នាក់ងារ ប្រើប្រាស់ភាសាខ្មែរ ក្នុងការងារ របស់គេ ចាប់ពី ថ្ងៃទី 10.52 ត្រូវ បាន គ្រប់ ទីកន្លែង ទូទាំង ប្រទេស កម្ពុជា ។
- 1.1 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ តាម ការ ណា ដែល បាន ចែង ក្នុង កិច្ចសន្យា របស់ គេ ។
- 1.2 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ។
- 1.3 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ។
- 1.4 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ក្នុង ការងារ របស់ គេ ។
- 1.5 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ។
- 1.6 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ។
- 1.7 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ក្នុង ការងារ របស់ គេ ។
- 1.8 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ។
- 1.9 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ។
- 1.10 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ក្នុង ការងារ របស់ គេ ។
- 1.11 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ។
- 1.12 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ។
- 1.13 ភ្នាក់ងារ ត្រូវ ត្រួតពិនិត្យ ប្រើប្រាស់ ភាសាខ្មែរ ។
- 1.14 សេចក្តី លេខ 1- អនុញ្ញាតឱ្យប្រើប្រាស់ភាសាខ្មែរ

**Form of Tender Security (Bank Guarantee)**

The Issuing Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.  
..... {Bank’s Name, and Address of Issuing Branch or Office}

**Beneficiary:** {Name and Address of Employer}

**Date:**

**TENDER GUARANTEE No.:** \_\_\_\_\_

We have been informed that \_\_\_\_\_ {name of the Tenderer} (hereinafter called "the Tenderer") has submitted to you its Tender dated \_\_\_\_\_ (hereinafter called "the Tender") for the execution of \_\_\_\_\_ {name of contract} under Invitation for Tenders No. \_\_\_\_\_ ("the IFB").

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Tender guarantee.

At the request of the Tenderer, we \_\_\_\_\_ {name of Bank} hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of \_\_\_\_\_ [amount in figures] (\_\_\_\_\_ [amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- (a) has withdrawn its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender; or
- (b) having been notified of the acceptance of its Tender by the Employer during the period of Tender validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

This guarantee will expire: (a) if the Tenderer is the successful Tenderer, upon our receipt of copies of the contract signed by the Tenderer and the performance security issued to you upon the instruction of the Tenderer; and (b) if the Tenderer is not the successful Tenderer, upon the earlier of (i) our receipt of a copy your notification to the Tenderer of the name of the successful Tenderer; or (ii) {insert date}twenty-eight days after the expiration of the Tenderer’s Tender.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758

[signature(s)]

### Performance Security

[The issuing bank, as requested by the successful Contractor, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (as day, month, and year)]

Title of the procurement: [Insert general title of the procurement]

Procurement Reference No: [insert reference]

Bank's Branch or Office: [insert complete name of Guarantor]

**Beneficiary:** [insert complete name of Employer/Procuring Entity]

Performance Guarantee No:

We have been informed that ..... [name of the Contractor], (hereinafter called "the Contractor") has entered into Contract No. . . . . [procurement reference number of the Contract]. dated [insert day and month], [insert year], with you, for the execution of ..... [name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we ..... [name of the Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ..... **[name of the currency and amount in figures]** <sup>1</sup>.... ( . . . . . [amount in words]) such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the . . . . . day of . . . . . , . . . . . <sup>2</sup>, and any demand for payment under it must be received by us at this office on or before that date. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed ...[six months][one year], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

.....  
**[Seal of Bank and Signature(s)]**

#### **Note –**

All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

<sup>1</sup> The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the Contract and denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Employer.

<sup>2</sup> Insert the date twenty-eight days after the expected completion date. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

### Advance Payment Security

[The bank, as requested by the successful Contractor, shall fill in this form in accordance with the instructions indicated.]

Date: [insert date (as day, month, and year)]

Title of the procurement: [Insert general title of the procurement]

Procurement Reference No: [insert reference]

[Issuing bank's letterhead]

**Beneficiary:** [insert legal name and address of Procuring Entity]

**ADVANCE PAYMENT GUARANTEE No.:** [insert Advance Payment Guarantee no.]

#### Advance Payment Guarantee No:

We have been informed that ..... [name of the Contractor] (hereinafter called "the Contractor") has entered into Contract No..... [procurement reference number of the Contract], dated [insert day and month], [insert year] with you, for the execution of ..... [name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum ..... [name of the currency and amount in figures] <sup>1</sup> (..... [amount in words]) is to be made against an advance payment guarantee.

At the request of the Contractor, we ..... [name of the Bank]. hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ..... [name of the currency and amount in figures]\* (..... [amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number .....[Contractor's account number]. at ..... [name and address of the Contractor's Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the Contract Price has been certified for payment, or on the ..... day of ..... <sup>2</sup>, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

..... [Seal of Bank and Signature(s)].

#### Note –

All italicized text is for guidance in preparing this demand guarantee and shall be deleted from the final document.

1 The Guarantor shall insert an amount representing the amount of the advance payment denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Employer.

2 Insert the expected expiration date of the Time for Completion. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee





<p>Տնօրենի ժողովի անդամների գրքի գրանցում</p>		<p>հոդված</p>
		1. Դիմումները / ընդունումները
		2. Դիմումներ / ընդունումներ / արժեքի և արժանիության գնահատման և ընտրության հարցերի լուծարման հարցերի լուծարում
		3. Ծրագրերի ընտրում և իրականացում / արժեքի և արժանիության գնահատման և ընտրության հարցերի լուծարում
		4. Ելքային արդյունքների և ծրագրերի իրականացում
		5. Ծրագրերի և արժանիության գնահատման արդյունքների ընտրում և ընտրության հարցերի լուծարում (տրամադրված 3 օր ընթացքում)
		6. Դիմումների և ընտրության հարցերի լուծարում
		7. Ծրագրերի և արժանիության գնահատման արդյունքների ընտրում (արժեքի և արժանիության գնահատման և ընտրության հարցերի լուծարում 2019 թվականի հունիսի 1-ից)
		6. Դիմումները / ընտրումները: (Ելքային արդյունքների և ծրագրերի իրականացում, արժեքի և արժանիության գնահատման և ընտրության հարցերի լուծարում, արժեքի և արժանիության գնահատման և ընտրության հարցերի լուծարում)
<b>Ծրագրերի ընտրում</b>		
		7. Ծրագրերի ընտրում և արժանիության գնահատման արդյունքների ընտրում
		8. Ծրագրերի ընտրում և արժանիության գնահատման արդյունքների ընտրում
<b>Ծրագրերի ընտրում</b>		
		9. Ծրագրեր
		10. Ծրագրերի և արժանիության գնահատման արդյունքների ընտրում
		11. Ծրագրերի ընտրում և արժանիության գնահատման արդյունքների ընտրում
		12. Ծրագրեր