TRADENET
MALDIVES CORPORATION LIMITED

Supply of HR Software

ANNEX I

SECTION A
SCOPE OF WORK

This RFQ invites vendors to propose quotes for Supply of HR Software

Requirement specifications are listed in SECTION B of this document.

#	Description	
1	**Supply of HR Software**	

SECTION B

TECHNICAL SPECIFICATIONS & DETAILS

TradeNet Maldives Corporation is looking for a party to supply an HR Software, in accordance with but not limited to below specifications:

1. **Specifications**

The system should be an overall HR solution with Desktop/Web, and Mobile App.

The system should be a 4 year subscription package.

Only cloud deployed applications are accepted.

The Desktop application should be able to access all the modules of the system, both by HR officials and employees.

The Mobile applications should include all the functionality to personally manage and request HR services.

Native mobile application with support for IOS and Android is required. The desktop version should be developed with latest web standards and frame works. The desktop version should be able to use all popular web browsers.

Mobile App should allow key information availability anywhere and should manage/carryout multiple self-service transactions on the go. Managers should be able to carry out multiple transactions/tasks relating to their departments using the Mobile App.

The application must be able to customize rules as per the current and future requirements of the Company.

The supplier shall provide free services for Six (6) months after completing the implementation of the software (project).

2. **Key functional features**

Employee Profile

- Employee Personal Details
- Employment Contract with English and Dhivehi Languages
- Employees Job Descriptions and Employees Personal Document Details.

Attendance

- Attendance punch records (IN and OUT) with download and upload option
- Attendance adjustment option for HR officers
- Leave management for HR approvals and import/export options
- Able to connect with attendance devices (ZKT OS)
- Geo-location attendance punching.

Staff Portal

- Attendance board and attendance adjustment
- Leave request and status
- Salary advances and loan request and approval
- Company directory
- Soft attendance punching with geo location
- Event Log records
- OT requests
- Employees Personal page
- Salary slip.

Performance Appraisal

- Appraisal forms creation
- Appraisal records management and reporting
- Employee dislodgement (Transfer, Promotion and Demotions)
- Warning and cautions
- Suspensions based on warning and cautions
- Configuration of Appraisal Questions settings and Result.

Template creation

- Ability to create templates for letters and memos.

Payroll

- Monthly attendance compilation and approvals
- Monthly salary creations and verification

- Salary related documents like (bank transfer person etc.)
- Pay slip distribution for all employees' personal email.
- Creating MIB/MFLC or other lease payment sheets
- Automatic employee pension sheet creation.

Recruitment

- Candidates profile registration
- Candidates profile shortlisting
- Interview panel to conduct interview
- Result announcements candidates
- Candidate online application process.

Training Module

- Define trainings
- Enroll employees to trainings
- Schedule trainings
- Training requirements identification.

Reports

- Reports of all transactions
- Management reports
- Analytical reports.

User dashboard / portal

- Self-customizable dashboard
- Analytics
- Charts
- Alerts and notifications
- Reports
- Transaction search, print and export
- Self-password reset.

Facility management

- Work Permit and Visa and other License related alerts to be generated from the system
- Alert to be generated when staff contract duration end date is near.
- Organization premises managing
- Document management travel management and other company accessories management.

Front office operation

- Front office administration
- Utility bill collections and letter handling
- Admin related setting for front office task.

System Administration and settings

- User registration and login id and encrypted password generation
- Group user rights
- Individual user rights management

- Profile setting
- Attendance setting
- Payroll setting
- General setting
- Organization setting
- Organization chart
- Departments
- Employee designation
- Appraisal setting
- Working days, hours, work shifts definition.

3. **Documentation**

The system should be well documented, and all the credentials should be provided upon completion of the project.

4. **System training**

User Trainings to HR staff and department heads with Tutorial documents should be provided.

5. **Initial installation & setup and aftersales services**

Initial installation of the system with all data entry (organizational data) to operate the system needs to be carried out by the supplier.

Free aftersales services of up to Six (6) months should be provided by the supplier.

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