REQUEST FOR QUOTATION TO PROCURE CLOUD BASED DIGITAL HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)

State Life Insurance Corporation of Pakistan (SLIC) invites sealed technical and financial bids through (EPADS) in accordance with PPRA Rules, under "Single Stage-two Envelope Procedure" from well reputed firms registered with Tax Department having own offices and telephone no. (if found contrary Tender will be rejected) for the hiring of services as mentioned above for HR&A Division, Principal Office Karachi as per following details;

Title of Work	Earnest Money (Fixed)	Tender Closing Date & Time	Tender Opening Date and Time
REQUEST FOR QUOTATION TO PROCURE CLOUD BASED DIGITAL HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS) **(Specifications, Details, QTY and Terms & Conditions as per Tender Document)**	Rs.100,000	25-11-2024 At 11:00 am	25-11-2024 At 11:30 am

- Tender Notice can be seen/ downloaded from PPRA/ SLIC website i.e www.ppra.org.pk and www.statelife.com.pk also tender notice along with tender document has been uploaded on EPADS system as well.

- Bids will be received only from those firms who are registered with PPRA for e-procurement on E-PADS system for tendering in SLIC through their e-mail addresses which were provided by them to PPRA at the time of their registration.

- Filled tenders must be submitted through their e-mail address latest by 25-11-2024 before 11:00 am. Technical bids will be opened on the same day at 11:30 am.

- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

Departmental Head (CPD)
Central Procurement Division, 2nd Floor,
Principal Office, State Life Building No. 9
Dr. Ziauddin Ahmed Road, Karachi. (Pakistan),Tel: 021-992045

DRAFT BIDDING DOCUMENTS FOR PERUSAL

TENDER NOTICE NO. HR&A /PO/ 41/ 2024
REQUEST FOR QUOTATION TO PROCURE CLOUD BASED DIGITAL HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)

REQUEST FOR QUOTATION TO PROCURE CLOUD BASED INTEGRATED HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS) FOR STATE LIFE INSURANCE CORPORATION OF PAKISTAN

I. Organization profile

The Life Insurance Business in Pakistan was nationalized during March 1972. Initially Life Insurance business of 32 Insurance Companies was merged and placed under three Beema Units named "A", "B" and "C" Beema Units. However, later these Beema Units were merged and effective November 1, 1972 the Management of the Life Insurance Business was consolidated and entrusted to the State Life Insurance Corporation of Pakistan.

State Life Insurance Corporation of Pakistan is headed by a Chief Executive Officer and assisted by the Executive Directors appointed by Federal Government. Up to July 2000 the Corporation was run by Board of Directors constituted under Life Insurance (Nationalization) Order 1972. In July 2000, under Insurance Ordinance 2000, the Federal Government reconstituted the Board of Directors of State Life which runs the affair of this Corporation.

The basic structure of the Corporation consists of Seven Regional Offices, Thirty-Three Zonal Offices, a few Sub-Zonal Offices, 200 Sector Offices, and a network of 1127 Area Offices across the country for Individual Life Insurance, Four Zonal Offices and 6 Sector Offices with 20 Sector Heads for Group & Pension are involved in the Marketing of Life Insurance Plans policies and products offered by State Life and a Principal Office.

The Zonal Offices deal exclusively with Sales and Marketing, Underwriting of Life Insurance Policies and the Policyholder's Services. Regional Offices, each headed by a Regional Chief, supervise business activities of the Zones functioning under them. The Principal Office, based at Karachi, is responsible for corporate activities such as investment, real estate, actuarial, overseas operations, etc.

II. Purpose of this document

In order to align our workforce with our corporate strategy and to measure the value of work, State Life Insurance Corporation is embarking upon procurement of "Digital Cloud based Human Resource Management System (HRMS) on turnkey basis for 5,000+ employees, including but not limited to license and license fees, customization, configuration, implementation, any alterations/ modifications in system considering future regulatory requirements and needs, testing, training of employees, maintenance, pre & post technical support and as per State Life Insurance Corporation's specifications, scope of work, BOQ, HRMS scope evaluation sheet **(attached)**.

In addition, the bidder shall be responsible for providing anything missed in aforementioned document but necessary for proper and efficient functioning of the supplied cloud based digital HRMS solution.

III. Submission deadline

1. E-PADs registered firms can apply. Bid shall be submitted through EPADS system only, as per laid down process of Single Stage Two-envelope procedure. Hard copy of the bidding document if delivered shall not accepted for inclusion in tendering process.

2. However, original bid security shall be delivered at Central Procurement Division address and it should reach before closing date and time else bid will be rejected (copy of the same should be uploaded on EPADS systems as well else bid will be rejected).

3. Submission will be valid if:

   - Bid shall be submitted no later than 25-11-2024 at 11:00 am.

   - Technical bids opening time and date is 25-11-2024 at 11:30 am.

4. Bids will be evaluated on Quality + Cost based method with weightages as 70:30, whereas 70% is assigned to "Technical scores" and 30% is assigned to "Financial scores". Winner of the bid shall be meeting with the State Life Insurance Corporation of Pakistan management to discuss in detail the exact requirements and procedures to be followed in conducting this assignment and subsequently, the "Letter of Intent" will be issued followed by the Service agreement Order/Purchase Order.

5. State Life Insurance Corporation of Pakistan reserves the right to accept and /or reject any proposal without assigning any reason.

6. State Life Insurance Corporation of Pakistan shall have the right, at its exclusive discretion, to require, in writing, further information or clarification, from any or all bidders. No change in the price or substance of the quotation/proposal shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the bid. Acceptance of any such correction is sole discretion of the State Life Insurance Corporation.

IV. Point of Contact

Bidders for technical questions and clarifications (if require) may contact the following person:

Name: Mr. Imran Sardar (Chief HR Officer)

Email: Imran.sardar@statelife.com.pk   **Phone**:021-99204942

V. Financial evaluation will be as per the following BOQ

Sr #	Services	Subscription (PKR)/ Employee/ Month	Taxes with detail	Total # of Employees	Total # of months	Cumulated amount in PKR (inclusive of all applicable taxes)
1	Three (03) years cumulated software subscription including (procurement, implementation, configuration, testing, training, maintenance, integration, upgradations, backups, tech support) of Cloud based Digital HRMS solution on turnkey basis for 5,000 employees as per specifications/SOW/BOQ/HRMS scope evaluation sheet) **including all taxes** (The quoted price shall be inclusive of all fees, out of pocket expenses & and services tax) Payment shall be made on actual # of subscriptions with a minimum base of 5,000 employees			5,000	36	
Total Charges (PKR)						

Subscription charges shall be applicable post implementation of the Digital HRMS solution.

Bid Security

1. The bidder shall furnish as part of the bid, a call deposit/Pay order equivalent to Rs 1,00,000/- Bankers Cheque/Cash as Bid security in favor of "State Life Insurance Corporation of Pakistan". Any bid not accompanied by bid security shall be rejected without any right of appeal.

2. In case of cancellation of contract as per default of the bidder, the bid security shall be forfeited in favor of State Life Insurance Corporation of Pakistan.

VI. Payments for Services

1. Six equal payments will be made biannually. First payment (1/6th of total quoted bid) will be released after successful implementation of digital HRMS solution i.e.:

   "Completion of delivery, installation, configuration, testing, training and GO-LIVE of all modules of digital HRMS solution in accordance with the scope/specifications mentioned in this tender document or purchase order to be issued against this tender".

2. Further Five bi-annual payments will be released subject to satisfactory continuation of digital HRMS solution.

3. Quoted price must be irrevocable as per current Government taxes applicable at the time of financial bid opening. In case any change in Sales Tax only, same can be absorbed in the next bill.

4. Submission of CDR/ Pay order/ bank guarantee (to be issued by a renowned schedule bank) being 10% of the yearly bill value as performance warranty for the warranty period to be provided by the successful bidder within 15 days on receipt of Purchase order before signing the agreement. The performance guarantee shall be released after successful completion of warranty period. We may forfeit the bid security if the vendor fails to provide a performance guarantee amounting to 10% of the annual bill within the specified timeframe or can also deduct the same from first bill.

5. Taxes will be deducted as per law unless otherwise exemption certificate/SRO provided for non-deduction thereof.

6. Final quote will be in PKR (Rupees) inclusive of all taxes indicating unit price and total bid price for three (3) years.

7. All Submitted bids shall valid for ninety (90) days from the date of opening.

VII. Arbitration/Resolution of disputes

1. Dispute if arises before contract implementation may be settled in line with PPRA Grievance Redressal method.

2. Any difference or dispute arising out of or in connection with the contract between the purchaser and the supplier which cannot be amicably resolved shall be referred to Arbitration, Pakistan of two Arbitrations one to be appointed by each party of such difference / dispute and to an Umpire to be appointed by the Arbitrators. The Umpire shall be retired judge of a High Court or the Supreme Court of Pakistan. Such Arbitrators and Umpire shall together proceed to adjudicate the dispute in accordance with the Pakistan Arbitration Act, 1940 as amended from time to time.

3. Prior to the exercising of any right by the purchaser or supplier to terminate the contract under the conditions stipulated above, a written notice shall be required to be given to the other party specifying such default(s) and calling for submission of an explanation within seven (7) days of receipt of such notice. If such explanation is not furnished within the stipulated time or if so furnished, is found to be unsatisfactory, and the default(s) continues, the contract may be terminated with notice to the other party before outering upon the reference.

4. The agreement shall be governed by Pakistan Law and the arbitration language shall be English.

5. During the course of arbitration, the supplier shall not suspend the performance of his responsibilities and allegations under the Contract unless authorized by the purchaser in writing to do so.

6. In tender where acquisition of services is involved the word "goods" wherever appearing in the tender enquiry shall also imply "SERVICES" if required.

VIII. Blacklisting policy

Blacklisting policy will be implemented in line PPRA Rules and SLIC Blacklisting Policy.

IX. Termination of Contract

1. In case a contract / order is placed on the basis of this tender enquiry SLIC may without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier terminate the Contract in whole or in part:

   i. If the supplier/bidder fails to deliver any or all of the goods/ performances within the time period(s) specified in the Contract / Order, or any extension thereof granted by SLIC.

   ii. If the supplier/bidder fails to perform any other obligations(s) under contract/order, or.

   iii. If the supplier/bidder, in either of the above circumstances, does not cure its failure within a period of 30 days after receipt of the default notice from SLIC.

   iv. In case of any instruction received from Federal Government.

2. In case 1st lowest evaluated bidder does not respond within due time, then bid security of the respective supplier/bidder will be confiscated, old purchase order will be cancelled and new purchase order will be issued to 2nd lowest evaluated bidder.

3. All bidders shall submit integrity pact along with their technical bids as per format attached at- Annex-A.

4. All terms and conditions of the PPRA Rules are essential parts of this Tender.

TECHNICAL SPECIFICATIONS

I. Description of Services

1. End-2-End implementation of all modules of Cloud based digital HRMS solution including design, implementation, testing, commissioning and Go-live for an initial duration of three (3) years and subsequently SLAs in this regard shall be executed with successful bidder.

2. After three (03) years the bidder may re- enter into an agreement with State Life Insurance Corporation of Pakistan for annual subscription and technical support at existing terms and conditions with mutual consent and subject to satisfactory performance.

3. The bidder will be responsible for assisting SLIC in formulating data migration strategy and data migration process documentation and be responsible to complete data migration from its existing systems.

4. Build interfaces / data transfer mechanisms and integrate the proposed cloud based digital HRMS solution.

5. Impart training and knowledge management to HR&A, F&A, IT and all other relevant stakeholders.

6. Any new regulations that impact the existing solution to SLIC need to be incorporated as a feature upgrade should be provided to SLIC at no additional cost during the period of the contract.

7. Digital HRMS successful deployment/installation & configuration should be within 6 months is the responsibility of the bidder from the date of purchase/service order.

8. To provide service mandatory uptime customer support to SLIC before and after implementation of the digital HRMS solution throughout the contract duration.

Bidder evaluation criteria

Evaluation criteria consist of following Three (03) categories. It is pertinent to mention that the bid documents will be rejected, if the bidder fails to submit the mandatory below mentioned documents and the bidder will have no further consideration.

1. Basic eligibility criteria

1. Minimum work experience of Five (5) years in implementation of comprehensive digital HRMS solution.
2. At least 5 or more clients of having 1,500 or more employees where complete digital HRMs is implemented.
3. Annual turnover should be Rs. 50 Million.
4. At least 10 or more companies currently using digital HRMS solution of the bidder.
5. Digital HRMS implemented in at least 3 or more Insurance/SOE/commercial banks.

2. Bidder's profile, team structure, CVs & Projects details

The bidder shall mandatorily provide:

1. Details of their company/firm profile.
2. Core team structure, profiles of project manager, team leads and details of partners and strategic alliances.
3. Details of industries served, list of clienteles (with contact numbers and address), references of similar projects done within and across Insurance, financial, FMCG or any other relevant industries local and abroad.
4. Manufacturers/Proprietor "Authorization Form" (if applicable).
5. Brochures and other technical material of the quoted licensed software,
6. Certificate of Company/Firm Registration / Incorporation under the laws of Pakistan, Company Registration with registered offices in Karachi or Lahore or Islamabad with Support Center in Karachi (addresses and contact numbers) having experience in managing digital HRMS solution.
7. SECP registration certificate (if applicable).
8. Income Tax Registration Certificate for at least 5 years in business in Pakistan.
9. Valid General Sales Tax Registration.
10. Affidavit on stamp paper of Rs. 100/- duly attested by the oath commissioner stating that:
    i.   Bidder is neither blacklisted nor in litigation with any of its clients and no litigation is pending against bidder.
    ii. Bidder is neither a tax defaulter nor they have been adjudged as insolvent.
    iii. No execution of decree or order of any court remains unsatisfied against them.
    iv. They have not compounded with the creditors.
    v.   They have not been convicted of a financial crime.
    vi. Should have not been delisted by any other organization in past due to nonperformance or contravention with any of the codes of conduct.
    vii. Assurance in writing that the bidder will maintain the software licenses fully functional with a downtime of less than twenty-four (24) hours.
    viii. Non-Disclosure Agreement that the bidder will maintain 100% privacy and confidentiality of Corporation's data and that all information provided by Corporation will remain property of State Life,

and bidder will ensure recovery/return of all updated information within 15 days of written demand by the Corporation, without retaining any copies.

11. Organizational financial strength i.e. audited statement of P&L, balance sheet, and cash flow statements (Bank statement / certificate not older than 6 months)

12. Provide independent certifications, third party evaluations, etc., to verify the level of cyber security controls on their end. The bidder is also responsible for notifying any cyber security incidents relating to their infrastructure / systems, and incorporating relevant requirements into their SLAs ensures that sufficient cybersecurity controls exist.

13. Comprehensive details on solution architecture, confidentiality and technical support mechanism.

14. A call deposit/Pay order equivalent to Rs 1,00,000/- as Bid security cross in favor of "State Life Insurance Corporation of Pakistan".

15. Provide an implementation plan (PIP) with respect to the requested services (deployment, technical support, training, approaches, time frame, and resources).

16. Third-Party name/product to the extent that a third-party product is required to achieve for functionality that is mentioned in this RFQ (if applicable).

III. Evaluation of the bidders

Bids will be evaluated on the basis of both "Technical" and "Financial" proposals with weightage as 70:30. Weightage of technical evaluation is 70% & weightage of financial is 30 %.

Scoring methodology:

- Technical scores **(TS)** obtained x 70% = "X"
- Financial score **(FS)**= (Lowest financial price/ financial proposed price x 100) x 30% = Y
- Total scores = **X+Y**.
- Highest value of total scores is considered **most advantageous** bidder.

1. A separate HRMS scope evaluation sheet shall be utilized given in the attachment. For Technical evaluation purpose, a desired response of only 'Available" or 'Not Available' is required in the assessment column. Empty cell or any response other than 'Available' or 'Not Available' shall be considered as 'Not Available'.

2. Qualifying bidders shall be required to provide demonstration of cloud based digital HRMS solution to SLIC HR&A, F&A, and IT team who shall evaluate the technical compliance of the solution and its decision & marking shall be final.

3. Decision of technical committee will be considered as final. Technical Evaluation shall be based on the following criteria:

Sr#	Assessment criteria	Marks
1	Company registration with registered office in Karachi, Islamabad, Lahore, with overall experience in implementation of digital HRMS solution in Pakistan **(Experience certificate on stamp paper of Rs 100/-)**	**15 Marks**: 15 years or more **10 Marks**: 10 or 10+ years **05 Marks**: 5 or 5+ years **0 Marks**: Less than 5 Years
2	# of clients having 1,500 or more employees and where similar project of HRMS solutions has been implemented **(Copy of award letters/POs)**	**10 Marks**: 10+ clients **05 Marks**-: 05 or more clients **0 Marks**: Less than 5 clients

3	Retention of clients where similar project of digital HRMS solution implemented and retained for a minimum period of 05 years **(Satisfaction Certificate from client)**	**10 Marks**: 10+ clients **05 Marks**: 05 or more clients **0 Marks**: less than 5 clients
4	Digital HRMS implemented in Insurance/SOE/commercial banks **(Copy of award letters/PO)**	**10 Marks**: more than 3 clients **05 Marks**: 03 client **0 Marks**: less than 3 clients
5	Cumulative annual Turnover of last 4 years in PKR **(Audited bank statement)**	**10 Marks**: Above 250 Mn **05 Marks**: 200 to 250 Mn **0 Marks:** less than 200 Mn
6	Technically qualified staff (min 5 persons) a. Qualifications **(5 marks)**: Master's degree b. Minimum experience/person **(5 marks)**: 5 years c. # of similar assignments handled at least 3/person **(5 marks)**: 5 Otherwise zero	**15 Marks** **(undertaking with copy of last degree & professional certificates/Experience certificates)**
7	Quality of the proposed Solution and ability of product/service to meet the required scope of work, specification of State Life Insurance Corporation **(HRMS scope evaluation sheet)**	**30 Marks**: Fully compliant with additional features **20 Marks**: Fully compliant **10 Marks**: Partially compliant with customization **05 Marks**: Basic features **0 Marks**: Non-compliant
Grand Total		**100 Marks**

4. Formal review and analysis of proposal received in response to our RFQ will be on basis of bidder attaining equivalent or above and not less than 75% scores in "Technical Evaluation".

5. Solely after soliciting a demonstration of quality in Technical evaluation, proposal will be considered for evaluation in commercial/Financial aspect of the offer.

6. The bidder shall technically comply with Scope of Work/BOQ/ HRMS Scope Evaluation sheet **(attached).**

IV. **Pre-Bidding meeting**

A pre-bidding meeting will be held on 19-11-2024 at Principal Office (State Life Insurance Corporation Building # 9) Dr. Zia Uddin Road, for clarification of queries (if any) for the potential bidder(s)

V. **Inspection & Testing**

1. SLIC representative shall have the right to inspect and or test licensed software to ensure conformity with specifications.

2. Should any inspection fail to conform with specifications, SLIC may reject product and the bidder is liable to either replace software or make all alterations necessary to meet specifications of SLIC and all costs incurred on such alterations/replacements shall be entirely borne by the bidder and failing to do so will lead to cancellation of Purchase Order and subsequently all retained value of the defaulter shall be forfeited in favor of SLIC.

VI. Essential Training to State Life Insurance Corporation's Staff

1. Bidder shall train State Life Insurance Corporation's authorized employees on maintenance and day to day execution of the cloud based digital HRMS platform as well as train them to perform file uploads and manage the system. Bidder shall also provide standard training documentation including but not limited to standard training materials, Job aids, tutorials, classroom training guides, and other materials as required.

2. Bidder shall ensure that SLIC HR team is fully prepared to make the best decisions for a successful implementation of cloud based digital HRMS solution to manage the application. Training of individual module shall be arranged before GO-live of same module After successful training of HR&A/Finance staff, bidder will acquire a letter of satisfaction from CHRO.

VII. Confidentiality, Security & Technical support

Bidder shall also mandatorily submit:

i. A comprehensive technological architecture of the proposed solution

ii. How proposed digital HRMS solution will ensure data security and integrity

iii. How digital HRMS solution will integrate with other systems

iv. Disaster recovery, HRIS inhouse data backup and module wise archiving plans to optimally run the system.

v. Details of new product released, upgradation, patches and maintenance of existing or future systems.

vi. Customer support, help desk strategy during implementation, "go-live," and for post implementation period, complaint escalations, ticketing mechanism, severity level response time (high, medium and low priority response time), and details of designated account managers.

VIII. High level scope of work (Completion within 6 months)

Scope of work, particular but not limited to, is included in below mentioned summary, whereas detailed specifications are mentioned in BOQ. In addition to these activities' bidder has to carry out all other essential tasks needed to complete objectives.

1) Foundation

a. HR Core/Foundation platform

i. Employee Management Employee master data (Personal & other information), employee data integration.

ii. View & maintain employee's profiles & information, employee profile editable by employee/manager/admin with pre-requisite section/panel.

iii. Text letters and attachments (.doc, .html, .pdf,.rtf etc.) and custom sections.

iv. Users and their role assignment and employee's and manager's actions in Employee Self Service (ESS) and Managerial Self Service (MSS).

b. **Org structures** (This module is to set up complete organization hierarchy structure and also provide different descriptive, tabular and graphical reporting of hierarchical levels):

i. Dynamics hierarchical charts.

ii. Fundamental org-data structures.

iii. Organization-Location-Job field structures.

iv. Organization - company, function, Division, sub division/department, Sections, Units etc.

v. Location - country, region, zone, city, work location, Cost centers.

vi. Job field - category, function, Specialty.

vii. Reporting line - Reports-To, Belongs-To, Position-To-Position, Person-To-Person

viii. Maintenance - Parent-child relationship, org-units, Functional codes, Team codes, Job codes, Grades, Categories of employees, Job levels.

ix. Management of positions – Vacant, filled, deletion, creation of positions.

x. Assignment- Employee to cost center assignment, employee to department assignment, employee to organization assignment.

xi. Workflows and approvals set up and all configurations set up.

c. Job description

i. Job description builder functionality and feature to attach them to the specific job role.

ii. Creation of generic jobs including job properties (Job purpose, communication, networks, knowledge, skills, abilities, experience) purpose, qualifications and responsibilities.

iii. Alignment of Job description with Job fields, Job codes, Job levels

iv. Qualifications/Certifications & Pre-selected profiles.

v. Responsibilities-frequency, importance, weightage of assignments.

vi. Attachments (.doc, .html, .pdf,.rtf etc.)

d. Employee Management

i. End-2-End tasks related to "Transfer and postings", decision work flows, Text letters etc.

ii. End-2-End tasks related to Employee promotions.

iii. End-2-End tasks related to "Discipline Management"

iv. End-2-End tasks related to Employee Separation & Exit & clearance Form, & Final settlements

v. End-2-End tasks related to Time & Attendance Management (Clock in and Clock Out, attendance rules, # of late comings, tolerance limits, accumulated minutes to late, # of late to deduct, maintenance of work days/shifts/roster, Integration with biometric system, provision of GIS attendance/Geofencing.

vi. End-2-End tasks related to Leave Management (leave types and categories, leave configurations, leave carry forward, entitlements/availed/balanced, leave encashments, integration with income tax, leave history/record, leave work flows, leave requests and approvals, leave calendar set up, LFA, paid and unpaid, mandatory leaves, and leave separate hierarchy etc.

vii. Employee payroll (salary calculations, pay slips, payments and deductions, Inputs and commissions, tax calculations, tax deductions, tax credits, tax returns and advances, tax certificates and work sheets, pension, provident fund, EOBI, gratuity, loans and advances, final settlements, claim settlements, benefits management, travel management, TA/DA, medical bill reimbursements, salary advise/letter, overtime disbursements, Bonus and increment disbursements, payroll related configurations and reconciliation reports).

viii. End-2-End tasks related to Employee Expense management (types, budgets or limits, claim requests, approvals and reimbursements etc.)

ix. End-2-End tasks related to Gratuity management (Eligibility and criteria, defined and undefined benefit type gratuity, gratuity amount per employee per month, accumulations in gratuity funds, formula-based gratuity fund calculations

     x.   End-2-End tasks related to Provident fund management (Eligibility & criteria, employee & employer contribution, profit calculations, formula-based PF calculations, Integration with payroll & income tax, provident fund history/statement, PF register/schedule, and withdrawals etc.

     xi.   End-2-End tasks related to management of Loans and advances (loan types, categories & eligibility, loan calculations, evaluator, requests and approvals, mark ups, custom workflows, installments, integration with payroll and income tax, recoveries and deductions, repayment schedules, loan inquiry, report, history, loan balance certificates, loan entitlement etc.)

     xii.   End-2-End tasks related to Pension fund management (Eligibility & criteria, pension calculations, integration with payroll & income tax, Pension statement/history/record, Pension register/schedule, formula-based pension definition, YTD pension statements).

e.   Notifications and System support

     i.   Email notifications
     ii.   Task management
     iii.   Custom triggers
     iv.   Event management
     v.   Announcements
     vi.   Ticket generation & critical escalations
     vii.   Email configuration set up.

f.   Social Collaboration tool

g.   Employee Self Service (ESS) functionality

     i.   Home page (dashboard like interface) of the application that provides information relevant to the employee
     ii.   My task (To do list)
     iii.   PMS, Goal, IDPs, Succession, Talent scorecards
     iv.   Timelines & quick links
     v.   Message documents
     vi.   Workflows
     vii.   Leave, expense. Loans, travel, attendance, etc. requests

h.   Manager Self Service (MSS) functionality

     i.   Org chart
     ii.   Talent scorecards for direct reports
     iii.   Quick links
     iv.   To do list
     v.   My and team attendance, My and team profiles, Org charts
     vi.   Essential approvals (leave, expense, loans, travel, goals, PMS, IDPs, transfers etc.)

i.   Standard analytics and ad-hoc Reporting, configurable graphs, dashboards, and metrics

j.   Configurable workflows, notifications and approvals set up.

2) Goals Management

a.   End-2-End tasks related to Objective & Goal setting.

b.   Key Result Area set up and KPIs management for key initiatives taken against KRAs

c. Skill set and competency tagging.

d. Goal cascading.

e. Goals requests and approvals.

f. Permissions & configurations, and goal review administration.

g. Goal plan synchronization with PMS.

h. Goal library, edit goal, realigning goal plan.

i. Goal Evaluation/feedback mechanism.

j. Goal Management on basis of both OKRs & balanced scorecard approach.

k. Set and track goals, track team goal progress, goal sharing and social collaboration.

l. Monitor, cascade, measure, and evaluate KPIs.

m. Assign specific measures, weightages, units, targets, success measures & performance parameters.

n. Configurable workflows, notifications, metrics, dashboard, standard and adhoc reports and analytics.

3) Performance Management

a. End-2-End tasks related to Performance appraisal cycle.

b. Performance ratings/rankings.

c. Performance team evaluations.

d. Create separate performance hierarchy.

e. Performance dialogue/Multi-rater feedback, questionnaires.

f. Multi -matrix manager's management.

g. Manage performance management cycle including self-appraisal, manager appraisal, manager's-manager appraisal.

h. Performance calibration with a mandatory feature of forced ranking and maintaining **FORCED** bell curve.

i. Spot-On and quarterly check-ins, task management.

j. Self and 360 Degree reviews.

k. Performance assessment of individuals on essential competencies.

l. Continuous performance management.

m. Integration with bonus and increment criteria and bonus and increment generation set up.

n. Performance Grievance Management.

o. Performance improvement plans.

p. Standard Analytics and ad-hoc reporting capability, configurable graphs.

q. Configurable workflows and integration of PMS with other HRMS modules.

4) Individual Development Plan

a. Adding, editing, deleting development plan.

b. Complimentary development library.

c. Development Plan approvals and assessments.

d. Self & line manager assessment.

e. Write development activities for the gap identified by self and line managers.

f.   Integration with learning module.

g.   One-on-one coaching and mentoring.

h.   Review and monitor Implementation of your Plan.

i.   Configurable workflows, and integration of Individual development plans (IDPs) with learning module

5) Compensation Management, bonus and increment

a.   End-2-End tasks related to bonus and increment management.

b.   Formula based bonus and increment definitions.

c.   Bonus and increment calculations.

d.   Bonus and increments entitlement register.

e.   Bonus and increment disbursements.

f.   Bonus and increments impact analysis.

g.   Tax impact analysis.

h.   Bonus slips with and without payroll.

i.   Visibility into compensation planning.

j.   Manage base pay, personal pay, annual grade increments, commutations and contributions.

k.   individual compensation, e-awards/rewards.

l.   Variable pay compensation (commissions and sales incentives).

m.   Configurable compensatory budgets for annual increments, promotions, bonus, salary adjustments - modeling and administration.

n.   View history and rate performance.

o.   Setting eligibility rules and compensation guideline management.

p.   Compensation administration, configurable workflows.

q.   Standard analytics and ad-hoc reporting capability, configurable graphs.

6) Career Development

a.   Clarity in terms of employee's careers & associated roadmap.

b.   Capability assessments on present and future roles.

c.   Career ladders, Career plans, lineage steps, add career scenarios option.

d.   Adding, deleting and reordering job roles & job families.

e.   Job role, job levels, job field search, view job profiles.

f.   Competency development (profiling, mapping, and position wise actual & recommended ratings).

g.   Skills analysis, leveling and profiling, actual and recommended ratings and mapping with positions.

h.   Competency assessment, weightages, gaps, link with IDPs.

i.   Career worksheets.

j.   Talent cards, mentorship.

k.   Populating talent pool.

l.   Talent pool housekeeping, talent search advance options.

m.   Standard notifications and analytics, and ad-hoc reporting capability, configurable graphs.

n. Configurable workflows.

7) Succession Management

a. Identification of critical positions (criticality index)

b. Position profile (Role clarity doc), Succession plan

c. Managerial grids- Performance- Potential Grid, editing, updating

d. Succession org chart, succession matrix, lineage charts

e. Succession calibration

    i. Allow calibration groups

    ii. Calibration of reviews

    iii. Populating succession calibrations

    iv. Calibration stacking

    v. Executive calibrations

    vi. Calibration charts

f. Successors nomination

g. Risk of loss & Impact of loss, ranking & non-ranking successors

h. Perform company-wide talent search

i. Visualize talent gaps

j. Standard Analytics and ad-hoc reporting capability, configurable graphs

k. Configurable workflows

l. Integration of succession with Performance Management, Individual development plans, career management and learning module.

8) E-Learning Management (Training)

a. End-2-End tasks related to learning management

b. Integrated E-Learning

c. Learning catalogues

d. Learning calendars

e. Learning budgets

f. Learning categories

g. Learning request and approvals

h. Content curation

i. Learning content development & management along with affiliated tools

j. Course and resource management

k. Learning ratings and evaluations.

l. Feedback and coaching

m. Creation of self and manager assigned learning paths

n. Mobile application-based learning feature

o. Curriculum, learning plans and certification management

p. Learning content surveys and assessments

q. Enrollment and self-registration

r. Learning administration

s. Allow Individual Led training sessions, classes, multiple training sessions, assessments

t. Managing users, uploading courses, assigning roles, course calendar

u. Learning content storage capacity

v. Standard notifications, alerts, reports, tracking and analytics

w. Messaging & notification by learners, pre and post learning assessment

x. Management and communication.

y. Standard analytics and ad-hoc reporting capability, configurable graphs

z. Configurable workflows

aa. Integration of learning module with Performance Management, career, succession and other HRMS modules.

9) E-Recruitment

a. Integrated (End-2-End) tasks related to e-recruitment cycle.

b. Hiring portal, Resume builder, resume data base.

c. CV, resume data-based content storage.

d. Profiles displays, Job referrals, Internal Job Posting.

e. Recruitment/sourcing history tracking, Job codes.

f. Recruitment marketing, Agencies and integration with agency portal.

g. Multiple key word search strings, integration with outlook calendar, multilayer approval functionality, alerts.

h. Text letters such as cover letters, contract, offer letters, appointments etc. and attachments (.doc, .html, .pdf,.rtf etc.), custom sections.

i. Integration with sourcing websites (like linked-in, etc.), Executive search.

j. Sharing jobs with social network, social job invites, external recruiting portals.

k. Recruitment fundamentals, online tracking monitoring of applications.

l. Job requisition, job positing, Job placement, job board accounts.

m. Sourcing tracking, Screening, shortlisting, assessments, scoring & evaluation.

n. Interview scheduling.

o. Skill rating, competency mapping, interview panels, tests, interview assessment, panel notes.

p. Offer Approvals (compensation, position, grade, level) administration.

q. Candidate and requisition matching (Best fit candidate analysis).

r. Multiple offers and acceptance.

s. Pay basics in requisition, Offer letter (E-offer) & Appointment letter and Contracts finalization.

t. Bulk or Batch hiring.

u. Antecedent verifications.

v. Communication with candidates.

w. Onboarding, & orientation planning & administration.

x.   Standard analytics and ad-hoc reporting capability, configurable graphs.

y.   Configurable workflows

z.   Standard notifications, recruitment reports, head hunter payment reports & analytics

10) Collaboration (Social networking) tool

a.   Mobile App, web app, social collaboration tool to communicate and connect people.

b.   Lead discussions, posts, feeds, notifications and chats under secured environment.

c.   Share documents, information, links, and blogs.

d.   Organize dynamic meeting agendas, collect feedback, and monitor key events and milestones.

e.   Manage surveys and polls.

f.   Manage collaborative learning.

g.   Social collaboration includes creation of Groups, photo and link sharing, view videos, screen recordings, document viewing and uploading, activity feeds, Discussions, Tasks and Chat.

h.   Product supports notifications for iPhone/iPad, windows, and Android users.

i.   Standard analytics and ad-hoc reporting capability, configurable graphs.

11) Business Analytics (Customized reports)

a.   Demographics.

b.   Transfer and postings.

c.   Time and attendance management

d.   Career.

e.   Compensation.

f.   Goals management.

g.   HR service delivery.

h.   Learning.

i.   Leave management.

j.   Discipline.

k.   Gratuity, Provident fund, Pension, loans and advances

l.   Performance Management.

m.   Promotions.

n.   Recruitment.

o.   Career & succession.

p.   Employee surveys.

q.   Question driven analytics to help answer HR questions.

r.   Custom alerts, dashboards, charts and graphs.

s.   Efficient multidimensional analysis for all modules/ sub modules and data maintained.

t.   System should provide the interface to generate ad-hoc reports and queries.

u.   Library of predefined metrics, competencies.

v.   Standard built-in doc, excel and PPT templates, configurable graphs.

w. Standard analytics and ad-hoc reporting capability, configurable graphs.

x. Configurable workflows.

12) Mobile App

a. Mobile On-The-Go feature for Android, iPhone/iPad and Windows.

b. Users to approve, view reminders/due dates, view the organization chart and search for people, and access learning, Performance management, goals, succession, career, employee profiles, internal talent etc.

c. Approve recruitment requisitions and give interview feedback, etc. from the mobile applications.

d. Dashboards, reports and analytics will also be available on the mobiles.

13) Competency framework

a. In-build access to competency framework.

b. Pre-built library of competencies.

c. Description, proficiency level.

d. Behavioral & Technical competency library.

e. Ratings, content and writing assistance.

f. Competency resource guide.

g. Competency evaluation and feedback.

h. Competency mapping with jobs/ employees.

i. competency based career development.

j. State Life Insurance Corporation to add/edit competencies and built profiles & proficiency levels anchoring with behaviors to suit Corporation's specific needs.

k. The competency framework shall support all the commonly used competency frameworks and integrated with all HR modules.

l. Standard analytics and ad-hoc reporting capability, configurable graphs.

m. Configurable workflows.

14) Workforce Planning/Annual Manpower Planning

a. Manpower budgeting & Planning.

b. Expense, cost analysis, actual v/s estimated cost.

c. Allocation of positions actual v/s budget.

d. Flag deviations.

e. Attrition rates, including retirement ages.

f. New product lines or technologies that require certain skill sets and headcount.

g. The most critical job roles that require focus on retention.

h. Analyze, calculate, and report on headcount, salary, bonuses, taxes, and health care expenses.

i. Plan for hires, transfers, promotions, terminations, surplus employees and so on.

j. Integration with recruitment module for raising requisition.

k. Standard analytics and ad-hoc reporting capability, configurable graphs.

l. Configurable workflows.

15) Integration

a. Tight two-way and real time integration with State Life Insurance Corporation's existing systems will be the sole responsibility of the vendor.

b. All integration work needed to run HRMS platform smoothly.

c. Integration with State life existing systems should be totally automatic without any human intervention.

d. Vendor to provide the interface to monitor and manage the integration tasks, errors and alerts of fulfillments/ non-fulfillments.

IX. Program implementation

Phase	Deliverable
Plan	- Project Charter - High-level Project Plan - Workshop plan for analysis and design - Project organization chart with defined roles & responsibilities - Sample deliverables formats - change management strategy
Analysis and Design	- System configuration documentation - Functional and technical design - Custom reporting design - Security design - Test strategy - Training strategy
Develop, Configure and Prototype	- Complete development and unit testing - Scenarios & scripts - Updated System configuration document - Prototypes
Test	- Completed UAT summary report - Training materials/soft copy - User training - Detailed go-live plan
Go-live	- Application go-live - Project closure - Post go-live issue tracking reports

All activities and deliverables listed above might not be relevant to particular implementation

X. Deliverables

Phase-I

i. Foundation platform

ii. Goals & Performance Management

iii. Competency framework

iv. Individual development plans

v. Compensation/Increments/bonuses

Phase 2

   i. Recruitment Management
   ii. Career Management
   iii. Succession Management

Phase 3

   i. Learning Management
   ii. Workforce planning

Phase 4

   iii. Mobile-App On-The-Go
   iv. Social collaboration
   v. Business Analytics

XI. Timelines

End-2-End & implementation time line for this contract, supply installation, testing and commissioning of HRMS solution on turnkey basis shall not be more than six (6) months effective from the date of signing of the contract.

- **PHASE –I (3 months)**
- **PHASE –II (1 months)**
- **PHASE-III (1 months)**
- **PHASE-IV (1 months)**

S.No	Functionality	Bidder
A	**Employee Administration**	
1	Complete employee profile & histories	
2	View & maintain Employee's profiles & information, employee profile editable by employee/manager/admin with prerequisite section/panel	
3	Employee Master data (Personal & other info, CNIC, Name, Picture, Gender, Birthday, Current/Permanent address...etc.)	
4	Company info (Appointment date, grade, designation, physical/cost location, department, Job code, org unit...etc.)	
5	More info (Marital status, Nationality, Passport#, Driving license#...etc.)	
6	Beneficiary info	
7	Nominees info	
8	Emergency contacts	
9	Hobbies, previous traveling, social activities	
10	Previous employers and existing Corporation's experiences	
11	Qualifications	
12	Trainings and history of past trainings	
13	Dependents/family info	
14	Known languages	
15	Rewards/increments/bonuses/salary	
16	Employee contract renewals	
17	Employee references, document checklist, document tracking system	
18	Tree view base reports, field level query reports, pop up help screens	
19	Employee antecedent verification	
20	Punitive actions/Record of Disciplinary actions taken	
21	Performance rating of last 5 years	
22	Designation/working designation history	
23	Promotions & promotion history	
24	Transfers & transfer history	
25	Medical coverage IPD & OPD details	
26	Employee insurance blanket policy/Cadre wise updation of record	
27	Personal/Professional references	
28	Relatives in the company	
29	Professional and recreational memberships	
30	Additional user defined fields	
31	Users and role assignments and Employee actions	

S.No	Functionality	Bidder
32	Suspension & Reactivations	
33	Returnable assets management	
34	Confirmation & Separation (separation, exit, clearance, final settlements)	
35	Bulk uploads (Promotion, transfer, employee Pictures, employee master data sheet etc.)	
36	Text letters and attachments (.doc, .html, pdf, .rtf, etc.) and customer sections	
37	New Employee, transfer, change grade, designation, delimit, reactivation,separation,suspension etc.	
38	Current head count and details with all employee categories	
39	Employee strength on grade / designation / department etc.	
40	Seniority analysis	
41	Age analysis	
42	Appointment details & summary	
43	Separation details & summary	
44	Retirement information using age or service years	
45	Employee(s) data extractor	
46	Confirmation & Extensions	
47	Promotion Letter	
48	Transfer Letter	
49	Confirmation Letter	
50	Dashboard for HRIS showing key information	
51	Managers and Employees dashboards customizable alerts	
52	Dashboard alerts	
53	Graphical representation of employees strength on multiple entities	
54	Analytical and graphical display of employee service length years with screening facility on all categories along with filter on division, department, sub-department, designation, grade, location and unit	
55	Analytical and graphical display of organization head count with screening facility on all categories along with filter on division, department, sub-department, designation, grade, location and unit	
56	Analytical and graphical display of Joiners/Leavers with screening facility on all categories	
57	Analytical and graphical display of turnover with screening facility on all categories	
58	Analytical and graphical display of head count, diversity matrix with screening facility on all categories along with filter on division, department, sub-department, designation, grade, location and unit	
59	Analytical and Graphical display of employee age analysis with screening facility on all categories along with filter on division, department, sub-department, designation, grade, location and unit	
60	Notifications & System support (Email notifications, Task management, Custom triggers, Event management, Announcements, Ticket generation & critical escalations, Email configuration set up)	
	Sub Total (1)	

S.No	Functionality	Bidder
	Percentage (%)	
B	**Employee Self Service**	
1	Home page (dashboard like interface) of the application that provides information relevant to the employee	
2	Comprehensive browser based interface	
3	My task (To do list)	
4	Employee own data Inquiry	
5	Personal data change request mechanism with complete workflow	
6	Integrated with other HR functionalities	
7	News & Information	
8	Important documents and corporate policies	
9	Birthday and work anniversary wishes	
10	Alerts like CNIC Expiry, Confirmation due date	
11	Communication to HR	
12	Surveys	
13	Online declaration and its alert	
14	Leave, attendance, PMS, Goal, IDPs, Career, Succession, Talent scorecards, learning	
15	Timelines & quick links	
16	Message documents	
17	Workflows and request generations	
18	Salary, expense. TA/DA claims, Loans, travel etc.	
19	Complete workflow on ESS	
	Sub Total (2)	
	Percentage (%)	
C	**Managerial Self Service**	
1	Home page (dashboard like interface) of the application that provides information & approvals relevant to Mgrs.	
2	Comprehensive browser based interface	
3	MSS (Manager Self Service)	
4	Integrated with other HR functionalities	
5	News & Information	
6	My Org charts	
7	Teams Talent scorecards for direct reports	
8	Timelines and Quick links	
9	To do lists	

S.No	Functionality	Bidder
10	Various Forms used for approvals	
11	Team attendance, My and team profiles, Org charts	
12	Standard analytics and ad-hoc Reporting, configurable graphs	
13	Configurable workflows, notifications and approvals set up.	
	Sub Total (3)	
	Percentage (%)	
D	**Transfer/Posting**	
1	Transfer Policies	
2	Different transfer types (Policy based, Ad Hoc etc.)	
3	Transfer initiation	
4	Approval workflow	
5	Release employee	
6	Joining confirmation	
7	Generation of Transfers due as per defined policy	
8	Complete workflow on ESS/MSS	
9	Employee Transfer history	
10	Transfer due as per Policy	
11	Relieving and Joining Report	
12	Transfer Request of Direct Reportees(s) and Approvals	
13	Transfer Request of In-Direct Reportees(s) and Approvals	
14	Policy based Transfers Request	
15	Release Employee	
16	Accept New Joiners	
17	Employee Type Transfer	
18	Employee Unit Transfer	
19	Employee Location Transfer	
20	Standard analytics and ad-hoc Reporting, configurable graphs	
21	Configurable workflows, notifications and approvals set up.	
	Sub Total (4)	
	Percentage (%)	
E	**Discipline Management/IR**	
1	Case Category (Disciplinary, Litigations etc.)	
2	Case Nature	
3	Type(s) of court / court (s)	

S.No	Functionality	Bidder
4	Track of disciplinary cases proceedings with complete stage wise information	
5	Stoppage of different activities throughout HRMS on employees fall in disciplinary case.	
6	User definable charges, controls and punishments & user definable activities	
7	Lawyer and Charged Fees	
8	Case initiation/disciplinary case stages (entry/registration, action, domestic inquiry, punishment, appeal, closing, suspension etc.)	
9	Tasks against cases	
10	Responses by employee	
11	Case Decisions	
12	Task completion	
13	Action / Punishments	
14	Action / Punishments status	
15	Complete case history	
16	Integrated with other modules	
17	Case documents upload	
18	Case Detail	
19	Case status report "Open" and "Closed" cases	
20	Alerts, reports, pop ups, notifications and other controls, dashboards, BI reports & analytics	
21	Stoppage of operations or warnings alerts when dealing with data of employees under disciplinary action	
	Sub Total (5)	
	Percentage (%)	
F	System Security	
1	Maker/Checker concept	
2	Complete date & time stamped Audit Trails	

S.No	Functionality	Bidder
3	Complete log of all monthly activities	
4	Integration with Windows AD	
5	Password/security policy setup	
6	Multi Level Security	
7	Group Authorization	
8	User Authorization	
9	User Authority for each Option to Add, Update and Delete a Record	
10	User/Password expiration	
11	Access Control on Grades, Department, Location	
12	Audit Trails Extractor	
13	User Login History	
14	Logged in Users	
15	False Login History	
16	Authority Granted to Users	
17	Ability to define number of roles required as per functional assignments of its employees.	
18	Enablement of administrator to grant or revoke rights for individual options	
	Sub Total (6)	
	Percentage (%)	
G	**Integration**	
1	2 way & real time integration with existing SLIC's existing systems (provision)	
2	All integration work needed to run HRMS platform smoothly.	
3	Integration with State life existing systems should be totally automatic without any human intervention.	
4	Provide interface to monitor and manage integration tasks, errors and alerts of fulfillments/ non fulfillments.	
	Sub Total (7)	
	Percentage (%)	
H	**Organizational Setup**	
1	Fundamental org-data structure (Corporation/function/division/sub division/dept/sub dept/unit hierarchy)	
2	Dynamics hierarchical charts	
3	Maintenance - Parent-child relationship, org-units, team codes, Job codes, grades, job levels	
4	Reporting line - Reports-To, Belongs-To, Position-To-Position, Person-To-Person	

S.No	Functionality	Bidder
5	Workflows and approvals set up and all configurations set up	
6	Employee group/criteria for policies	
7	Grade structure, Employee types, categories, specialties	
8	Job codes, Job levels and job category	
9	Working designations	
10	Organization-Location-Job field structure	
11	Location (country, region, zone, city, work location, cost centers)	
12	Management of positions – Vacant, filled, deletion, creation of positions	
13	Reporting Type (solid and dotted line)	
14	Cost centers & Personal Sub areas	
15	Standard analytics and ad-hoc Reporting, configurable graphs	
16	Configurable workflows, notifications and approvals set up.	
17	Employee to cost center assignment, employee to dept assignment, employee to organization assignment.	
	Sub Total (8)	
	Percentage (%)	
I	**Job Descriptions**	
1	Job Description - Purpose of the position/objectives	
2	Job description builder functionality and feature to attach them to the specific job role.	
3	Job description - Key Functions, Primary/Secondary/administrative responsibilities	
4	Job description- Controls, authorities, networks	
5	Job description -Qualifications, trainings, experience, Knowledge, skills, abilities	
6	Job description -Frequency of task, weightages	
7	Other user defined item(s)	
8	Text letters and attachments (.doc, .html, .pdf,.rtf etc.) and custom sections.	
9	Job specification on Job Code	
10	Attachments (.doc, .html, .pdf,.rtf etc.)	
11	Standard analytics and ad-hoc Reporting, configurable graphs	
12	Configurable workflows, notifications and approvals set up.	
	Sub Total (9)	
	Percentage (%)	
J	**Payroll & administration**	
1	GL and employee account set up	
2	Posting transaction codes	
3	Profit calculation procedures	

S.No	Functionality	Bidder
4	PF Account statement & settlements	
5	Standard payments/deductions/Ad-hoc/recurring deduction	
6	Policy based payment/deduction	
7	Payment through bank	
8	Income tax calculation with user defined slabs	
9	Perquisite Information (Conveyance, Accommodation, Other)	
10	Advance tax	
11	Tax credit, Tax rebate	
12	Tax gross up	
13	Senior citizen / Disabled person tax benefit	
14	Gross/net salary	
15	Increment with Arrear calculation	
16	Incentive Payment	
17	Trial run	
18	Salary Register	
19	Payroll reconciliation on component, department, location, employee	
20	Pay slips	
21	Deductions/payments/grand summary, payroll summary on department, location, grade etc.	
22	Bank advice	
23	Data Extractor	
24	Monthly Payroll activities	
25	Salary disbursement file for different Banks	
26	Cash payment list	
27	Income tax worksheet	
28	Income tax monthly return	
29	Income tax certificate	
30	Annual return	
31	Key transactions for a month (Change in Payments,deductions,salary etc.)	
32	Total cost incurred in a month(Graphical view by Location,Grade,Designation,Unit,Divisionetc)	
33	Salary Intervals with Head count Graphical representation	
34	Graphical View Head Count Wise Total Payment Upto 6 months	
35	Payment code wise Graphical View	
36	Total Payments Total Deductions Graphical Representation	

S.No	Functionality	Bidder
37	Payment Comparisons from a month to any month graphical view	
38	Salary card	
39	YTD payments/deductions	
40	Change request for bank account	
41	Cost allocation of an employee to multiple cost centers	
42	User Defined GL Codes	
43	Grade/Cost Center based definition	
44	Interface files for ERP/Financial/Banking systems	
45	Facility to associate GL codes with individual loans	
46	Capability to generate entries to directly transfer salary to employees' bank accounts.	
47	JV Summary, JV details on Location, Cost center, GL Codes etc., JV for final settlement	
48	Generate JV for processed payroll	
49	Generate JV for provisions defined by the user e.g. Gratuity provision, Bonus provision etc.	
50	Medical reimbursements	
51	Standard analytics and ad-hoc Reporting, configurable graphs	
52	Configurable workflows, notifications and approvals set up.	
53	Graphical representation of information related to payroll facilities	
	Sub Total (10)	
	Percentage (%)	
K	**Perks, Entitlements, and Benefits disbursements**	
1	Define entitlement (category, types, eligibility and criteria etc.)	
2	Reimbursement quota / balance updating process	
3	Reimbursement finalization and disbursement process	
4	One click process for reimbursement quota updation and processing of entitled employees	
5	Voucher designing (transaction types/enhancement/reduction of amount/period limits/ B/F amounts etc.	
6	Voucher entry for each applicable entitlement	
7	Voucher entry screen	
8	Reimbursement of manual voucher	
9	Voucher simultaneously input reimbursed entitlements in amounts and or / any other user defined unit.	
10	Validities of vouchers	
11	Integration with payroll	
	Sub Total (11)	
	Percentage (%)	
L	**Budgeting**	

S.No	Functionality	Bidder
1	Manpower budgeting & Planning.	
2	Expense, cost analysis, actual v/s estimated cost.	
3	Allocation of positions actual v/s budget.	
4	Attrition rates, including retirement ages.	
5	New product lines or technologies that require certain skill sets and headcount.	
6	The most critical job roles that require focus on retention.	
7	Analyze, calculate, and report on headcount, salary, bonuses, taxes, and health care expenses.	
8	Plan for hires, transfers, promotions, terminations, surplus employees and so on.	
9	Integration with recruitment module for raising requisition.	
10	Completely integrated with payroll	
11	Complete head count Model	
12	Complete budgeted head count model	
13	Budgeted staff Cost	
14	View on: Location, Grade, Department, Cost center	
15	Attachments (.doc, .html, .pdf,.rtf etc.)	
16	Standard analytics and ad-hoc Reporting, configurable graphs	
17	Configurable workflows, notifications and approvals set up.	
	Sub Total (12)	
	Percentage (%)	
M	**Expense Management**	
1	Caters to all kinds of Amount/Unit based expenses like medical, fuel etc.	
2	Policy based expense reimbursements and disbursements	
3	With or without entitlement	
4	Formula based entitlements	
5	Amount/units based entitlments	
6	Disbursement with / without payroll	
7	Arrear calculation as per change in employee profile	
8	Interface of expenses with payroll	
9	Expense Entitlements override	
10	Complete expense monitoring	
11	Expense history	
12	Expense register	
13	YTD expense statement	
14	Expense Claimed	

S.No	Functionality	Bidder
15	Expense Claims and Approvals	
16	Re-apply Rejected Claims and its approval	
17	Paid Expense details	
18	View Claimed Expense	
19	Attachments (.doc, .html, .pdf,.rtf etc.)	
20	Standard analytics and ad-hoc Reporting, configurable graphs	
21	Configurable workflows, notifications and approvals set up.	
	Sub Total (13)	
	Percentage (%)	
N	**Final Settlement**	
1	Multiple Reason and Policies for Employee Exit	
2	Dues and liability statement	
3	Payments	
4	Deductions	
5	Notice pay	
6	Income Tax	
7	Loans – PF/others	
8	Leave encashment	
9	LFA	
10	Bonus payment/recovery	
11	Provident fund	
12	Gratuity	
13	Petty Cash/advances	
14	Transfer grant	
15	Air Ticket reimbursements	
16	TA/DA/Expenses/daily allowance/Accommodation stay/Traveling expense/Mileage/Fuel Expense/Toll Tax	
17	Returnable Assets (recovery of all allotted Corporation assets and benefits)	
18	Statement of Account	
19	PF/Gratuity Statement	
20	Letters	
21	Tax Computation Worksheet	
22	Clearance Workflow for Employee Exit	
23	Calculation of all internal/external liabilities based on information present in different modules	
24	Parameterized payment procedures for settlement against liabilities	

S.No	Functionality	Bidder
25	Attachments (.doc, .html, .pdf,.rtf etc.)	
26	Configurable workflows, notifications and approvals set up.	
27	Settlement reports/dashboards/procedures at time of resignation/final settlements	
	Sub Total (14)	
	Percentage (%)	
0	**Loans and advances**	
1	All kind of loans/advances including House/Vehicle/PF	
2	Loans with/without markup/loan markup slabs definition in each loan category	
3	Details of each mark up slab (% mark up on loan full or partial amount)	
4	Loans verification/checks and controls manual and automated	
5	Criteria mapping and definition for multiple loan types/categories	
6	Repayment loans checks and controls	
7	Comprehensive loan eligibility criteria along with checks and controls	
8	Control mapping of loan types with multiple employee characteristics (title, designation, employee category, etc.)	
9	Loan initiation request module with provisions to enter, control and manage multiple entries/observations & various fields of data	
10	Balloon Payments	
11	Varying markup rates/methods	
12	Debt burden calculation With or without ECIB	
13	Loan Sanction	
14	Multiple disbursements (full/multiple/partial)	
15	Markup deduction/accrual	
16	Installment schedule	
17	Change of repayment schedule/Installment history	
18	Loan Collateral	
19	Temporary stoppage	
20	Loan subsidy impact on income tax	
21	Tax rebate on loan markup	
22	Loan inquiry	
23	YTD loan statement	
24	Loan balance certificate	
25	Loan Schedule Forecast	
26	Loan Eligibility Statement	

S.No	Functionality	Bidder
27	Outstanding Balance	
28	Loan Schedule	
29	New Loan Request	
30	Loan Enhancements	
31	Loan calculator	
32	Mapping of all liabilities	
33	Incorporate number of supervisors for loan approval	
34	Auto posting	
35	Attachments (.doc, .html, .pdf,.rtf etc.)	
36	Standard analytics and ad-hoc Reporting, configurable graphs	
37	Configurable workflows, notifications and approvals set up.	
	Sub Total (15)	
	Percentage (%)	
P	**Provident Fund**	
1	One window Provident operations	
2	Calculation of all internal / external liabilities based on information present in different modules of the system	
3	Calculation of all Internal Payable system based on information present in different modules	
4	Payment procedures for settlements against all calculated liabilities	
5	Policy based employee/employer contribution %age	
6	PF contribution formula	
7	Length of service factor	
8	Membership with/without confirmation	
9	PF arrears (backdated membership)	
10	Policy based Permanent/Temporary withdrawal/return	
11	Application of Income	
12	Year end balance	
13	Month end balance	
14	Weighted average	
15	Tax impact of PF contribution	
16	Tax impact of PF income	
17	PF Register	
18	PF Statement	
19	PF Inquiry	
20	Yearly PF Schedule	

S.No	Functionality	Bidder
21	PF balance certificate	
22	Current balance	
23	Monthly contribution details	
24	Annual statement	
25	Withdrawal details	
26	Permanent Withdrawal workflow	
27	PF Balance confirmation	
28	Attachments (.doc, .html, .pdf,.rtf etc.)	
29	Standard analytics and ad-hoc Reporting, configurable graphs	
30	Configurable workflows, notifications and approvals set up.	
	Sub Total (16)	
	Percentage (%)	
Q	**Gratuity**	
1	One window Gratuity awarding operations including auto posting of vouchers	
2	Gratuity awarding design in consideration of policy according to entitlement or event based entitlement	
3	Employee account balance equalization of differences as per policy or GF balance	
4	Event based GF awarding	
5	GF account set up and maintenance	
6	GF audit trails (Account opening, balance change, transaction history)	
7	GF posting & transaction codes (transaction types, automatic/manual transactions, debit/credit, date/value date)	
8	Defined (Slab based)	
9	Formula/service slab based criteria	
10	Multiple policies	
11	Employee/Employer Contribution	
12	Service length calculation from Appointment date / Confirmation date / Specified date	
13	Gratuity register	
14	Gratuity Provision on certain date	
15	Calculation of gratuity amount on separation	
16	Generation of provision	
17	Attachments (.doc, .html, .pdf,.rtf etc.)	
18	Standard analytics and ad-hoc Reporting, configurable graphs	
19	Configurable workflows, notifications and approvals set up.	
	Sub Total (17)	

S.No	Functionality	Bidder
		Percentage (%)
R	**Pension & other funds**	
1	Multiple user defined Fund types	
2	Membership eligibility criteria	
3	Employee/Employer formula based contribution	
4	Impact of contribution on taxable income/tax credit	
5	Multiple mechanism for Application of income on fund	
6	Income Exemption on Funds	
7	Reason based adjustments in Fund balances	
8	Stoppage/Resumption of Fund for employee(s)	
9	Fund Register	
10	Fund Statements	
11	Monthly employee/employer Fund contribution report	
12	Monthly employee/employer Fund contribution report	
13	Defined (Slab based)	
14	Formula/service slab based criteria	
15	Multiple policies	
16	Employee/Employer Contribution	
17	Service length calculation from Appointment date / Confirmation date / Specified date	
18	Pension register	
19	Pension Provision on certain date	
20	Calculation of pension amount on separation	
21	Generation of provision	
22	Attachments (.doc, .html, .pdf,.rtf etc.)	
23	Standard analytics and ad-hoc Reporting, configurable graphs	
24	Configurable workflows, notifications and approvals set up.	
	Sub Total (18)	
	26	
S	**Comprehensive fund Accounting**	
1	Provident Fund	
2	Gratuity Fund & other Funds	
3	Pension & other funds	
4	Chart of Accounts	
5	Fully integrated with Payroll	

S.No	Functionality	Bidder
6	Auto generation of vouchers, withdrawals/returns, disbursements, and outside adjustments	
7	General Journal	
8	General Ledger	
9	Trial Balance	
10	Income Statement	
11	Balance Sheet	
	Sub Total (19)	
	Percentage (%)	
T	**Leave management**	
1	All type of Leave Casual/Sick/Earned etc.	
2	Leave criteria (min service, maximum limit, carry forward, min and max and single point, evidence monitoring etc.)	
3	Leave quota and leave quota creation (availed/current/next year/ joining/ confirmation/ min/ max/ max overdraw)	
4	Catering half day leave	
5	Special Leaves (Haj, Study, Maternity etc.)	
6	Leave Roster/Plan	
7	Leave without pay	
8	Leave combination	
9	Leave with or without yearly entitlement	
10	Employee criteria based weekly holiday(s)	
11	Leave entitlements as per service length	
12	Lapse on year end, lapse maximum balance, No lapse	
13	Formula based Leave encashment	
14	Leave Register	
15	YTD Leave Statement	
16	Leave Roster/Plan	
17	Leave Encashment	
18	Leave History	
19	Availed Leave details	
20	Online leave application (approval workflow)	
21	Preferential routing of leave requests (independent leave approval hierarchy)	
22	Leave Plan (approval workflow)	
23	Application with Controls for Special Leave(s) (Haj, Maternity, Study etc.)	
24	Leave reports, queries, customizable reports, dashboards	

S.No	Functionality	Bidder
25	Daily attendance through bio Metrics linkage With Leave module	
26	Standard analytics and ad-hoc Reporting, configurable graphs	
27	Configurable workflows, notifications and approvals set up.	
	Sub Total (20)	
	Percentage (%)	
U	**Employee attendance with biometric and Geo-Fencing /tagging**	
1	Attendance through Geo-Fencing	
2	Multiple Shifts along with timings and off days, tolerance minutes	
3	Allocation of shifts to group of employees based on their department, location, job code etc.	
4	Allocation of shift to an employee (if required)	
5	Temporary shift allocation to employee(s) for certain period	
6	Policy for late arrivals	
7	Policy to mark leave on certain number of late comings	
8	Policy to mark leave on accumulated late coming minutes	
9	Facility to override time-in and time-out by authorized user	
10	Overtime hours approval and posting overtime module	
11	Capable to capture attendance using ESS / Time machines (need integration) / manual input	
12	Integrated with Leave module	
13	Individual time sheet	
14	Employee working hours/ overtime hours	
15	Daily attendance as per location, department, designation etc.	
16	Late comers/ early leavers	
17	Leave deduction on late comings and etc.	
18	Individual time sheet Inquiry/report	
19	Attendance exception request and workflow	
20	On date range employee can see (Total days, off day, present, absent, incomplete, unprocessed, leave)	
21	On time, late arrival, early departure, half day inquiry for Self	
22	Days allowed to work from home	
23	Attendance details of direct/indirect reports	
24	Standard analytics and ad-hoc Reporting, configurable graphs	
25	Configurable workflows, notifications and approvals set up.	
	Sub Total (21)	
	Percentage (%)	
V	**Overtime**	

S.No	Functionality	Bidder
1	Multiple overtime categories	
2	Formula based definition for OT calculation	
3	Disbursement with/without payroll	
4	Multiple disbursements in a month	
5	Other allowances like meal, conveyance etc.	
6	Cash Payment / Bank transfer	
7	Interface with payroll	
8	Excel sheet upload for OT hours	
9	Overtime register	
10	Overtime pay slips	
11	Email for OT Pay slip	
12	Standard analytics and ad-hoc Reporting, configurable graphs	
13	Configurable workflows, notifications and approvals set up.	
	Sub Total (22)	
	Percentage (%)	
W	**Recruitment**	
1	Facility for Multiple Requisition type (Budget, Replacement, Other)	
2	Requisition approvals (Online) Mechanism	
3	Hiring Tasks & scheduling (Advertisement, Resume Collection, Written Test, Interview(s), etc.) Mechanism	
4	Facility to make Resume Pool	
5	Relative disclosure within company	
6	Facility to design Pre Hiring document checklist	
7	Rating on tests and interviews	
8	Send Offers and Responses	
9	Appointment	
10	Functionality to design Post Hiring Tasks and deadlines (Qualification verification, Reference verification, Previous Jobs verification etc.)	
11	Functionality to design Post Hiring document checklist	
12	Facility to transfer Hired candidate data to master data	
13	Integrated with Budgeting	
14	Facility to fetch Online Resume/Careers Page	
15	Facility for Candidate Search	
16	Facility for Candidate Tagging with requisition	
17	Transfer to resume pool	

S.No	Functionality	Bidder
18	Facility to send Email Notifications	
19	Internal Hiring	
20	Online application for Internal vacancies through ESS	
21	Hiring Tracker	
22	Hiring Summary	
23	Requisition Details and status	
24	Offer and Appointment Details	
25	Task completion matrix	
26	Appointment History	
27	Data Extractor	
28	Pending Requisitions	
29	Requisition Overdue	
30	Open and over due Pre/Post Hiring tasks	
31	Appointments in last 30 days, 6 months and 12 months	
32	Appointments not posted to payroll	
33	Open verifications, over due, due today, and completed in last 7 days	
34	Offer	
35	Appointment	
36	Antecedent Verification Letters (Jobs, Qualifications, References)	
37	New joiners Announcement	
38	Verification letters and reminder	
39	Hiring Requisition and Approvals	
40	Internal Hiring and Approvals	
41	Pending Requisitions	
42	User Defined Confirmation Form	
43	Employee Confirmation and Approvals	
44	Probation Extensions and Approvals	
45	Termination and Approvals	
46	Completed Requisitions	
47	Attachments (.doc, .html, .pdf,.rtf etc.)	
48	Standard analytics and ad-hoc Reporting, configurable graphs	
49	Configurable workflows, notifications and approvals set up.	
	Sub Total (23)	
	Percentage (%)	

S.No	Functionality	Bidder
X	**Career Development**	
1	Clarity in terms of employee's careers & associated roadmap.	
2	Capability assessments on present and future roles.	
3	Career ladders, Career plans, lineage steps, add career scenarios option.	
4	Adding, deleting and reordering job roles & job families.	
5	Job role, job levels, job field search, view job profiles.	
6	Competency development (profiling, mapping, and position wise actual & recommended ratings).	
7	Skills analysis, leveling and profiling, actual and recommended ratings and mapping with positions.	
8	Competency assessment, weightages, gaps, link with IDPs.	
9	Career worksheets.	
10	Talent cards, mentorship.	
11	Populating talent pool.	
12	Talent pool housekeeping, talent search advance options.	
13	Standard notifications and analytics.	
14	Configurable workflows.	
15	Standard analytics and ad-hoc Reporting, configurable graphs	
16	Configurable workflows, notifications and approvals set up.	
	Sub Total (24)	
	Percentage (%)	

S.No	Functionality	Bidder
Y	**Individual development plans**	
1	Adding, editing, deleting development plan.	
2	Complimentary development library.	
3	Development Plan approvals and assessments.	
4	Self & line manager assessment.	
5	Write development activities for the gap identified by self and line manager like	
6	Integration with learning module.	
7	One-on-one coaching and mentoring.	
8	Review and monitor Implementation of your Plan.	
9	Standard analytics and ad-hoc Reporting, configurable graphs	
10	Configurable workflows, notifications and approvals set up.	
	Sub Total (25)	
	Percentage (%)	
Z	**Goal Management and Performance Appraisals**	
1	Multiple appraisal form layouts (Objective, Topic, Sub topic, Question with max marks)	
2	Objectives/Goals Setting	
3	Periodic Reviews (Annual, Biannual, Quarterly, Monthly)	
4	Auto assigning of Increments against Ratings, Performance weight against performance areas	
5	Self assessment on Employee Self Service	
6	Review by manager(s) through workflow	
7	Employee performance calculation	
8	Employee response to appraisal through Employee Self Service	
9	Freeze hierarchy option	
10	Forced Bell curve analysis	
11	360 degree appraisal	
12	Training recommendation and development of individual development plans	
13	Salary Increments and Special Adjustments	
14	Auto Calculation for Increment Arrears	
15	Promotions and Bonus	
16	Performance Based Appraisal Letters	
17	Email for Appraisal Letters	
18	Employee Performance Summary and detail	
19	Reports for pending, approved or rejected objectives, reviews, final Appraisal	

S.No	Functionality	Bidder
20	Report for Completed and pending self appraisals	
21	Grievances by Employees	
22	Appraisal remunerations (Increments, Arrears, Adjustments etc.)	
23	Inquiry/Reports showing end to end appraisal status	
24	Graphical Representation of performance along with statistics on filters like Company, Division, Location etc.	
25	Objectives Setting and Approvals	
26	Self Review/Appraisal	
27	Periodic Reviews and Approvals	
28	Annual Appraisals and Approvals	
29	Training Recommendations, Strength and Improvement Areas	
30	Promotion Recommendations and Approvals	
31	Grievance management	
32	Forced bell Curve Analysis	
33	An overview of performance of employees with graphical views of appraisals for last 5 years	
34	Standard analytics and ad-hoc Reporting, configurable graphs	
35	Configurable workflows, notifications and approvals set up.	
	Sub Total (26)	
	Percentage (%)	
AA	**Bonus & Increments**	
1	Formula based bonus/increments payout criteria (bonus/increment type, employee type, rules & eligibilities, Corporate or Division wise)	
2	As many or multiple bonus payouts/increment pay outs criteria	
3	Bonus pay outs/increment payouts in number of phases	
4	Bonus pay out/increment pay out processing	
5	Variable pay plans	
6	Eligibility policy	
7	Bonus/increment entitlement register	
8	Disbursement with / without payroll	
9	Optional proration of Bonus as per working days during a period	
10	Optional deduction of whole tax impact	
11	Generation of JV	
12	Bonus/increment forecast for tax purposes	
13	Interface with payroll	
14	Uploads for Bonus/increments override	

S.No	Functionality	Bidder
15	Uploads for Income Tax override	
16	Bonus/increments Pay slips	
17	Email Bonus/increments Pay slips	
18	Bank advice / transfer	
19	Cash register	
20	Bonus/increments Tax Worksheet	
21	Standard analytics and ad-hoc Reporting, configurable graphs	
22	Configurable workflows, notifications and approvals set up.	
	Sub Total (27)	
	Percentage (%)	
AB	**Learning Management**	
1	Training Need analysis	
2	Training Need assessment module to be filled by employee and his/her manager	
3	Calculation of total manhours	
4	Skill inventory	
5	Trainings with category & sub category	
6	Training plan & calendar	
7	Session based trainings	
8	Target Audience for Training	
9	Multiple instructors in a training	
10	Training pool from appraisals / ad hoc need	
11	Training Need(s) (Approval workflow)	
12	Training Request and Selection	
13	Policy based department level training budgets	
14	Internal and External Trainings	
15	Course reference (multiple uploads)	
16	Training attendance (full & session based)	
17	Training cost and budget analysis, costs incurred	
18	Training cost area/cost center/Division/subject/employee wise	
19	Feedback forms/Evaluations (Participants, Trainer, HR&A, Div Head, HRDD)	
20	Training Documents	
21	Email Training Invites	
22	Email Training Certificates	
23	Graphical representation of Training reports	

S.No	Functionality	Bidder
24	User friendly report mechanisms as and when required by SLIC	
25	Trainers assessment	
26	Training Calendar	
27	Training Requests and Approval	
28	Training Needs and Approval by Manager and Self	
29	Upcoming Trainings	
30	Training Feedback	
31	Training History	
32	Standard analytics and ad-hoc Reporting, configurable graphs	
33	Configurable workflows, notifications and approvals set up.	
	Sub Total (28)	
	Percentage (%)	
AC	Succession Management	
1	Identification of critical positions (criticality index)	
2	Position profile (Role clarity doc), Succession plan	
3	Managerial grids- Performance- Potential Grid, editing, updating	
4	Succession org chart, succession matrix , lineage charts	
5	Succession calibration	
6	Allow calibration groups	
7	Calibration of reviews	
8	Populating succession calibrations	
9	Calibration stacking	
10	Executive calibrations	
11	Calibration charts	
12	Successors nomination	
13	Risk of loss & Impact of loss, ranking & non-ranking successors	
14	Perform company-wide talent search	
15	Visualize talent gaps	
16	Standard Analytics and ad-hoc reporting capability, configurable graphs	
17	Configurable workflows	
18	Standard analytics and ad-hoc Reporting, configurable graphs	
19	Configurable workflows, notifications and approvals set up.	
	Sub Total (29)	
	Percentage (%)	

S.No	Functionality	Bidder
AD	**Collaboration (Social networking) tool**	
1	Mobile App, web app, social collaboration tool to communicate and connect people	
2	Lead discussions, posts, feeds, notifications and chats under secured environment	
3	Share documents, information, links, and blogs	
4	Organize dynamic meeting agendas, collect feedback, and monitor key events and milestones	
5	Manage surveys and polls	
6	Manage collaborative learning	
7	Creation of groups, photo, link sharing, view videos, screen recordings, document viewing, uploading, activity feeds, discussions, tasks & chat.	
8	Product supports notifications for iPhone/iPad, windows, and Android users.	
9	Standard analytics and ad-hoc reporting capability, configurable graphs.	
	Sub Total (30)	
	Percentage (%)	
AE	**Business Analytics, Dashboards (Customized)**	
1	Demographics.	
2	Transfer and postings	
3	Time and attendance management	
4	Payroll	
5	Budgeting	
6	Compensation, increments, bonuses	
7	Goals management.	
8	HR service delivery	
9	Learning	
10	Leave management	
11	Discipline	
12	Gratuity, Provident fund, Pension, loans and advances, expenses, entitlements, benefits, TA/DA, claims	
13	Goal and Performance Management	
14	Promotions	
15	Recruitment	
16	Career & succession	
17	Employee surveys	
18	Question driven analytics to help answer HR questions	
19	Custom alerts, dashboards, charts and graphs	
20	Efficient multidimensional analysis for all the modules/ sub modules and data maintained	

S.No	Functionality	Bidder
21	The system should provide the interface to generate ad-hoc reports and queries	
22	Library of predefined metrics, competencies	
23	Standard built-in doc, excel and PPT templates, configurable graphs	
24	Standard analytics and ad-hoc reporting capability, configurable graphs	
25	Configurable workflows	
	Sub Total (31)	
	Percentage (%)	
AF	**Mobile app on the Go**	
1	Mobile On-The-Go feature for Android, iPhone/iPad and Windows.	
2	Users to approve, view reminders/due dates, view the organization chart and search for people, and access learning, Performance management, goals, succession, career, employee profiles, internal talent etc.	
3	Approve recruitment requisitions and give interview feedback, etc. from the mobile applications.	
4	Dashboards, reports and analytics will also be available on the mobiles.	
	Sub Total (32)	
	Percentage (%)	
AG	**Competency framework**	
1	In-build access to competency framework.	
2	Pre-built library of competencies.	
3	Description, proficiency level.	
4	Behavioral & Technical competency library.	
5	Ratings, content and writing assistance.	
6	Competency resource guide.	
7	Competency evaluation and feedback.	
8	Competency mapping with jobs/ employees.	
9	competency based career development.	
10	Add/edit competencies, built profiles & proficiency levels anchoring with behaviors to suit Corporation's specific needs.	
11	The competency framework shall support all the commonly used competency frameworks and integrated with all HR modules.	
12	Standard analytics and ad-hoc reporting capability, configurable graphs.	
13	Configurable workflows.	
	Sub Total (33)	
	Percentage (%)	
AH	**EOBI/ESSI**	
1	Management of the employee old age benefits	

S.No	Functionality	Bidder
2	EOBI ESSI eligibility criteria applicable on different categories of employees	
3	Capable of handling different policies for different group of employees (e.g. employees of different provinces)	
4	Pro-rate calculation of contributions (especially in case of new joiners and resignations)	
5	Formula based contribution	
6	Multiple EOBI/ESSI sub offices	
7	Employer/employee contribution	
8	EOBI/ESSI register	
9	EOBI/ESSI statement	
10	EOBI/ESSI Card	
	Sub Total (34)	
	Percentage (%)	

Total points Earned

Sr#	Modules	Weightage	Points Earned	Net Points
1	Employee Administration	5.00%	0	0.00
2	Employee Self Service	1.00%	0	0.00
3	Managerial Self Service	1.00%	0	0.00
4	Transfer/Posting	4.00%	0	0.00
5	Discipline Management/IR	4.00%	0	0.00
6	System Security	2.00%	0	0.00
7	Integration	1.00%	0	0.00
8	Organizational Setup	6.50%	0	0.00
9	Job Descriptions	2.50%	0	0.00
10	Payroll & administration	8.00%	0	0.00
11	Perks, Entitlements, and Benefits disbursements	1.00%	0	0.00
12	Budgeting	2.00%	0	0.00
13	Expense Management	1.00%	0	0.00
14	Final Settlement	1.00%	0	0.00
15	Loans and advances	1.00%	0	0.00
16	Provident Fund	1.00%	0	0.00
17	Gratuity	1.00%	0	0.00
18	Pension & other funds	1.00%	0	0.00
19	Comprehensive fund Accounting	1.00%	0	0.00
20	Leave management	4.00%	0	0.00
21	Employee attendance with biometric and Geo-Fencing /tagging	2.50%	0	0.00
22	Overtime	1.00%	0	0.00
23	Recruitment	8.00%	0	0.00
24	Career Development	2.00%	0	0.00
25	Individual development plans	1.00%	0	0.00
26	Goal Management and Performance Appraisals	10.00%	0	0.00
27	Bonus & Increments	3.00%	0	0.00
28	Learning Management	7.00%	0	0.00
29	Succession Management	3.50%	0	0.00
30	Collaboration (Social networking) tool	1.00%	0	0.00
31	Business Analytics, Dashboards (Customized)	5.00%	0	0.00
32	Mobile app on the Go	3.00%	0	0.00
33	Competency framework	3.00%	0	0.00
34	EOBI/ESSI	1.00%	0	0.00
		100.00%	0	0