

16th June 2013

Sealed Quotation for the procurement of HR & Payroll Management System

The following terms and conditions and technical specifications for the required items are given hereunder for the bidders/vendors.

Terms and Conditions:

1.1 Scope of Bid

Shahjalal Islami Bank (Hereinafter referred to as "the Bank") wishes to receive bids from the bona fide software firms for providing HR & Payroll Management System for Human Resources Division, Head Office located at UdaySanz, 2/B Gulshan South Avenue Gulshan-1. The bid includes installation, implementation, customization and training of Human resources divisions.

1.2 Bidder's qualification

- The bidder shall possess his own office and adequately trained and experienced manpower to install, implementation of the provided software
- The bidder shall be an assessed under Income Tax Department
- Bidders shall be an authorized dealer for the provide HR & Payroll Management System software
- Bidders have the capacity for customization & enhancement of the software within given time schedule.
- 24x7 support needed to be ensured.

1.3 Documents comprising the bid:

- a. Bid security pursuant to clause 1.6
- b. Technical Description of the deliverables to demonstrate the specified technical requirement
- c. Schedule for financial proposal
- d. Photocopy of following documents should be submitted with the offer.
- e. Valid Trade License and Company Profile (Establishment date, no of tech engineers, no of employees, no of bank clients, hardware replacement period etc.)
- f. TIN and VAT Certificate
- g. Proof of Experience
- h. List of corporate clients with Certificates.
- i. Original Catalogue of all quoted items must be supplied and the offered model must be marked and signed.
- j. Copies of the Quality Certification obtained by the Vendors on the products they quoted and quality Certification on their process, if any.



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- k. Certificates of Reseller/Authorized Dealer/Supplier from the manufacturer to be submitted.

1.4 Bid prices

Bidders shall quote the price in Bangladeshi Taka (BDT) for the items quoted including VAT & Tax. The price will include supply, installation; maintenance *vendor's declared warranty* of the items.

1.5 Bid validity

Bid shall remain valid for a period of 60 days after the date of opening of technical proposals. In exceptional circumstances, prior to expiry of the original bid validity period, the Bank may request the bidder to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder agreeing to the request will not be permitted to modify its bid.

1.6 Bid Security/ Earnest Money

The bidder shall furnish as bid security of 2.50% of the total financial offer in the form of Payment Order / Demand Draft. The bid security should be valid for 60 days after the date of bid opening. Any bid not accompanied by an acceptable bid security shall be rejected as non-responsive.

The bid security of unsuccessful bidders will be returned within 30 days. Honored vendor will get the Bid Security/ earnest money alongwith bill payment that will be paid after signing the purchase agreement.

The bid security may be forfeited if (a) the bidder withdraws its bid during the period of bid validity specified in the bid form; (b) if a successful bidder fails to sign the contract and (c) if a successful bidder fails to furnish the performance security.

1.7 Sealing and marking of bid

The inner and outer envelopes shall

1. Be addressed to the Bank at the following address: Shahjalal Islami Bank Limited, Common Service Division, Head Office, UdaySanz (1st floor), 2/B Gulshan South Avenue, Gulshan-1, Dhaka.
2. In addition to the above requirements, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to clause 1.9.
3. If the outer envelope is not sealed and marked as above, the Bank will assume no responsibility for the misplacement or premature opening of the bid.

1.8 Deadline of bid

The bidder must submit the bids in original (sealed), duly marking the envelope as addressed at the following no later than 3:00 p.m. (sharp) on **24th June, 2013**.

1.9 Late Bids

Any bid received by the Bank after the deadline for submission of bid prescribed in clause 1.8 will be rejected and returned unopened to the bidder.

1.10 Evaluation of proposals

The Bank will carry out a detailed evaluation of the bids according to the information supplied by the bidder through its proposals. The Bank may arrange a discussion meeting with each bidder to understand each and every aspect of technicality of the proposal. The Bank will choose the offer that will be more comprehensive and that conform the relevant required device.

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any persons not officially concerned with such process until the award to the successful bidder has been announced. Any efforts by a bidder to influence the Employer's processing of bids or award decision may result in rejection of the bidder's bid.

Evaluation will be executed according to evaluation criteria of IT division of Shahjalal Islami Bank.

1.11 Price Negotiation.

The Bank may request higher scored bidders in writing to negotiate the price. Representative of the Bidders must have authorization for price negotiation.

Bank will choose the successful bidder, after price negotiation, considering other performance and quality of products which are deemed fit to the Bank

1.12 Award of Contract

Subject to Clause 1.11, the Bank will award the Contract to the successful bidder.

1.13 Bank's right to accept any bid and to reject any or all bids.

Notwithstanding Clause 1.12, the Bank reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.

1.14 Notification of award.

Prior to expiration of the period of bid validity prescribed by the Bank and after successful negotiations, the Bank will notify the successful bidder that his bid as been accepted. The notification of award will constitute the formation of the Contract.

Upon the furnishing by the successful bidder of a performance security the Bank will promptly notify other bidders that their bids have been unsuccessful.

1.15 Signing of contract/Work Order

At the same time that the Bank will notify the successful bidder that its bid has been accepted, the Bank will sent the bidder the Form of Contract Agreement incorporating all agreements between the parties (the Bank & the Vendor) or will issue Work Orders.

1.16 Process to be confidential

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to the bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the Bank's processing of bids or award decisions may result in the rejection of the bidder's bid.

1.17 Duration and Penalty

In case of a failure of the successful bidder to meet the contract obligations in the prescribed time to successful installation and commission of attendance device, the firm will be liable to pay 1% of the Contract price as liquidity damages for every week after the dead line. Upon reaching the penalty to 10% of contract price, the performance security will be forfeited on sending a letter to the contractor.

1.18 Performance Security/Security Money

10% of total amount should be considered as Performance Security /Security Money for successful bidder. Performance Security/Security Money will be returned after Six (6)months along with Purchase Agreement signing.

Failure of the successful bidder to comply with the requirements of Clauses 1.14 or 1.18 shall constitute sufficient grounds for the termination of the award and forfeiture of the bid security.

1.19 Product Delivery

45 days after receiving the Work Order.

1.20 Payment



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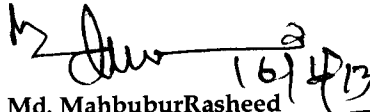
- Payment (without Performance Security/Security Money) will be made after 30 days of installation, testing and satisfactory commissioning of the software.
- The Performance Security/Security Money will be paid after six (6) months of product installation and after signing the purchase agreement.

1.21 Maintenance

All products / items supplied / installed should be covered under standard mentioned warranty and maintenance unless specified within the detail specification. Price for such maintenance should be included in the bidding price.

1.22 Withholding Sales Tax & VAT

The bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the Tax Laws of Bangladesh, from all payments for services rendered by any bidder who signs a contract with the Bank. The bidder will be responsible for all taxes on transactions and/or income, which may be levied by the bank. If bidder is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

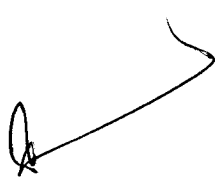

Md. Mahbubur Rasheed
SVP & Head of CSD


Md. Rafiqul Islam
EVP & Head of IT

Head Office, Dhaka.

HR Software Proposed Modules

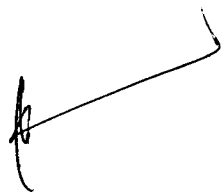
Particular/Module	Sub Module
System Manager	
	General Module/Setup Module
	User Management
	Privileges and Role Management
	Backend backup System
Employee Information Management	
	Recruitment Management
	Emp Details (Joining & Posting, Type)
	Certificate Management System
	Confirmation
	Mobilization (Transfer, Deputation, Attachment)
	Internship Management
	Man Power Planning Based on ACR.
	Personal File Management
Attendance Management	
	Finger Print Attendance System
	Attendance Manage from Excel System
Payroll Administration	
	Auto Salary Generation
	Promotion Management
	Increment Management
	Promotion Exam Management
	Interface with Core Banking System
Leave Management	
	Leave Policy Panel
	Leave Management
	LFA Management
	Special Instruction
Benefit Management	
	End Service Benefit Management
	Medical System Management
	Miscellaneous Benefit Management
	Festival Bonus Management System
	Yearly incentive Management System
Employee Income Tax Management	
	Income Tax Management





Training Management	
	Local Training Management System
	Foreign Training Management System
	Trainer Payment Management
	Course Content Inventory Management
Grievance Management	
	Grievance Management
HR Investment Management System	
	HR Investment Management System
Disciplinary Action Management	
	Salary Deduction Policy Based on Attendance
	Benefit Holding System
	Money Recovery System
Circular Management System	
	Internal Circular Management System
	Bangladesh Bank Circulars Management System
Dispatch Management	
	Dispatch Management
HR Inventory	
	HR Inventory
Dashboard	
	Meeting Management
	My HR Panel
MIS	
	Various HR Reports
	Custom Report Panel

Note: If you have any other module(s) related to HR & Payroll System, please specified.





MIS Report for HRD

General Module / Setup Module

Personal Information

Employee Id Formation

Country Divisions

Country Districts

Title of courtesy

Religion

Gender

Marital Status

Blood Group

Accommodation type

Living Option

HR Related

Branch Information

Division Information

Department Information

Unit Information

Designation Structure

Designation

Employee Status

Job Status

Functional Role

Education Related

Level of Education

Exam/Degree Title

Board/University

Concentration/ Major/ Group

Result Type

Result Details

Certification Type

Employee Information System

Employee Statistics & List

Branch wise

HO Division wise

Designation wise

Employee status wise

Home district wise

Marital Status wise

Gender wise

Religion wise

Cash Cadre

General Banking

Investment

Foreign Exchange

Branch vs Employee Status

HO Division vs Employee Status

Home district vs Employee Status

Manager/ Dy. Manager / Div. Inch.

Engineer List

Birth Register (Daily/Monthly/Yearly)

Picture/Signature/Initial

Branch Related

Branch Address/Contact Info

Division wise counting/details

District wise counting/details

Opening year wise counting/details

Branch Code

AD/Non AD wise counting/details

Urban/Rural wise counting/details

Man Power Planning

Employee Excess Report

Employee Shortage Report

Employee Requisition Report

Recruitment Management

Viva statement

Attendance Sheet

Office Note/Minute

Appointment Letter

Joining & Posting

Declaration of fidelity & secrecy

Declaration of Nationality/Domicile

Personnel Record/ Employee CV

Detail of identity Card

Joining Note

Posting Order

Employee Movement

Office Note

Transfer & Posting Order

Release Letter

Joining Letter

Confirmation

List of eligible candidates

Office Note of Confirmation

Office Order of Confirmation

Attendance Sheet

Viva Statement

Minutes of Confirmation

Confirmation Letter

Extension of probation period

Promotion

List of eligible candidates

Office Note of Promotion

Office Order of Promotion

Attendance Sheet

Viva Statement

Minutes of Promotion

Promotion Letter

Increment

List of eligible candidates

Office Note of Increment

Increment Letter

Leave Management

Leave Balance

Leave Application Form

Leave approval letter

Leave Record

Leave Fare Assistance

LFA Application Form

LFA Note

LFA Approval Letter

Training Management

In-House/Local/Foreign

Training Calender

Training Need Assessment

In House List of Trainer

External List of Trainer

Office Note for training

Office Order for training

Honarium for training

Training Expenditure

Training Result

Certificate

ACR Management

ACR Report (Individual)

Branch wise ACR marks

HO division wise ACR marks

Attendance Management

Attendance Report

Late-in report

Branch wise report

HO division wise report

Salary Fixation

Salary Structure

Salary Fixation Letter

Employee Benefit

Office Note for Car

Office Note for Mobile

Car Register

Mobile Register

Office Note of other Benefits

Change of ownership/NOC

GPA/IPA Management

GPA/IPA Application form

GPA/IPA Office Note

GPA/IPA Office Order

GPA/IPA Register

Cancellation GPA/IPA

Disciplinary Action

Explanation Letter

Suspension Letter

Charge Sheet

Hearing Report

Dismissal/Termination

Internship Management

Office Note for Internship

Internship Letter

Branch wise Internship

Internship Register

University wise

Branch wise

Reference wise

HO Division wise

Note: If you have any other report(s) related to HR & Payroll System, please specified.