

# **Riddha Soft Pvt. Ltd**

## **Proposal for Cloud Based attendance, hr and Payroll management software**

**For Independent Contractors**

### **Overview**

Riddha Soft Pvt. Ltd is pleased to submit this proposal for services to support (Company Name) in achieving its goals for improving attendance, human resources and payroll management with real time solution secured by cloud based advance computing.

### **Objectives**

Cloud based solutions can overcome many real time management problems faced by human resource manager in an organization. Cloud based solutions will deliver any information from source to destination in no-time. Our devices and software are highly advance and integrated in a single channel to provide best solution fast, accurate and reliable solution.

We can incorporate organization having various branches in any geographic location. All the devices installed in any branches will synchronized automatically with the cloud server instantly. This will deliver instant solution for various calculation regarding leave, holiday, shifts, payroll etc.

Mobiles (Smart Phones) are becoming closer to the human habits and daily routine. Any information will reach to the targeted audience if it is sent through mobile. We are providing mobile app in a same cost to maintain quality service and information flow inside your organization. Introducing mobile has made our system far better than ordinary software available in market.

We have minimal rates for our service. We do not charge employee wise or branch wise. We are providing high scale enterprise solutions in very low rates. As your organization expand with time to any number of employees, our system is capable of managing it.

### **solutions**

- We will provide our proposed services within the week of the SRS sign off.
- We will implement our system in phase wise manner.

- Device installation and activation in cloud
- Software installation
- Software Training and Data migration
- System Customization as per your request.

## features

Following are the features of Hamro-Hajiri that we provide to our clients:

### Standard Features (Silver)

1. **Web-Based Time Attendance Management:** Users can access the centralized system anywhere by their web browser to remotely manage thousands of T&A terminals under complex network (WLAN).
2. **Graphical Dashboard:** The dashboard is designed in such a manner that one can get the information of attendance at a glance. For this we use different charts, cards, widgets and other graphical UI components to get the information of Present, Absent, Leave, Office visit, Device, Organization structure and so on which are related about the attendance of employees.
3. **User Friendly UI:** The screens of the application like Lookup, Entries and Reports are designed in such a way that user can easily manage data for creation, removal, modification and browsing.
4. **Employee Management:** Employee office record, employee basic information, time punch, shift and weekly off are recorded in employee management.
5. **Leave Management:** Our system is very useful to manage the leave of the employees. Leave allotment, leave accumulation, leave application, leave approval and leave settlement are the strong features that we provide to the organization. Substitution or replacement leave can be applied to the employees in our system.
6. **Holiday Management:** Our system is very useful to get the information about upcoming holidays according to Nepali calendar standard and provides flexibility in attendance record.
7. **Office out:** When an employee or group of employees goes out with office related task and unable to put the device attendance, we provide the solution of attendance as office visit or kaaj in our system.
8. **Shift Management:** According to the nature of organization any kind of complex shift is supported in our system. Fixed, weekly and monthly types of shift are managed with easy entry. Roster management is the powerful tools of managing the dynamic shift.
9. **Events and Notices:** System provides the management of information of the programs arranged by organization as event and broadcast the urgent notices.

### HR Specific Features (Gold)

1. Human resource management activities of contract, resignation, termination and qualification of the employees are recorded in the system.
2. Employee qualification (Skills, Education, License, Experience, Grades etc ) management.

3. Appointment, contracts, provident fund and CIT documents of the employees can be recorded in the system.
4. Employee Performance tracking.

### **Payroll Specific Features (Platinum)**

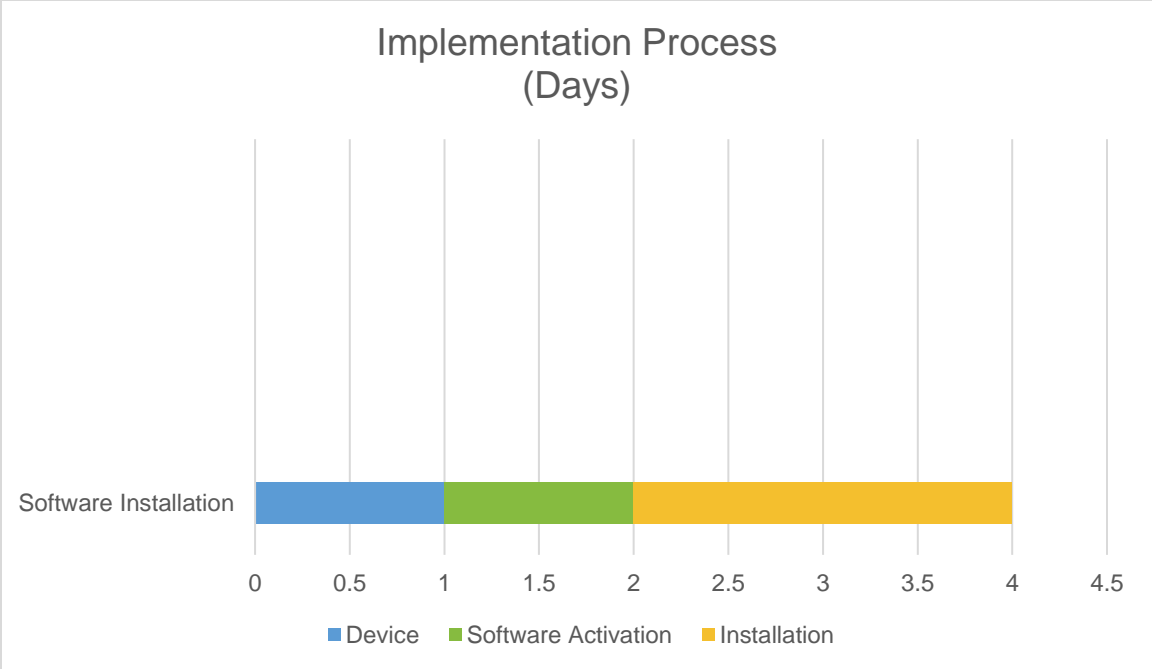
1. Employee Salary Slip and salary summary reports.
2. Employee Salary Setups
3. Designation wise salary management.
4. Employee Allowances managements
5. Employee deduction management
6. Employee Income Tax and TDS calculation
7. Employee Provident fund and Citizen Investment Trust (CIT).

### **Regional Features**

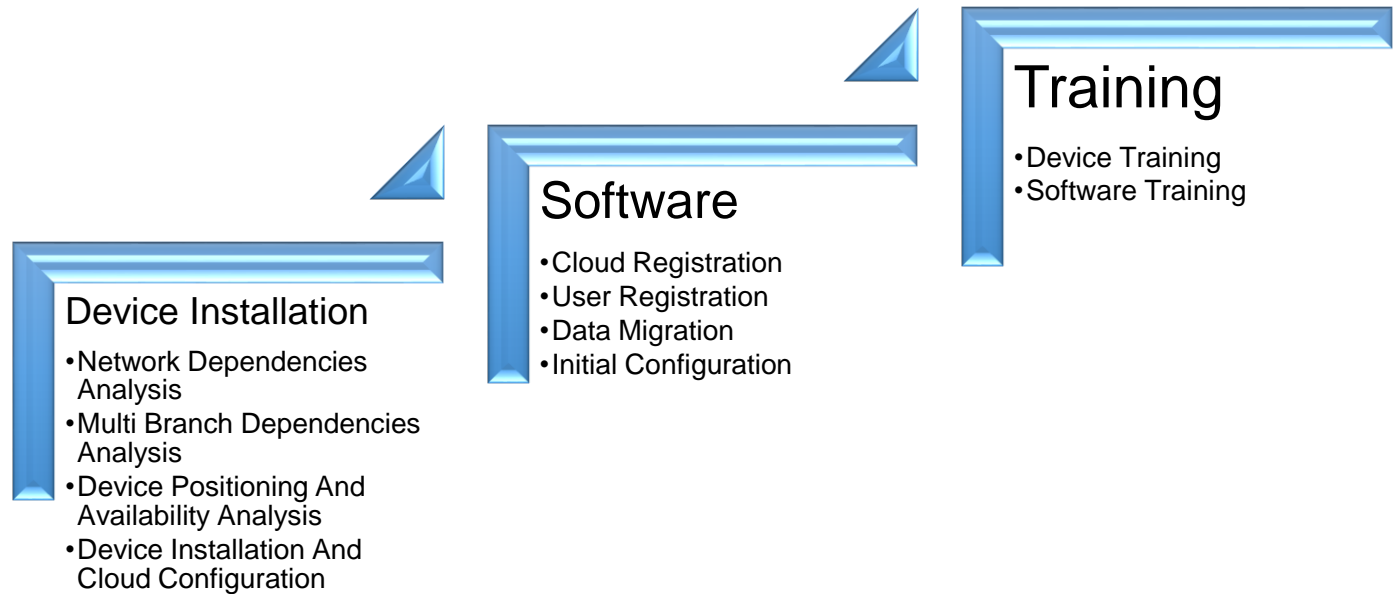
1. **Operation Date:** According to the user preferences user can switch the Nepali or English date whenever and wherever required.
2. **Operation Language:** Nepali and English languages are supported in the system as per the client desire.
3. **Migration of data:** The previous data can be easily migrated in our system by using the excel. Employees enrolled in the devices can be copied with a click.

### **Execution Strategy**

Our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables. Following is a description of our project methods, including how the project will be developed, a proposed timeline of events, and reasons for why we suggest developing the project as described.



## Resources



SN	JOB	Number Of Personnel
1	Device Setup Engineers	2
2	Software Installation and instant support	2
3	Requirement analysis and customization contact person	2

## Project Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description	
Device	All Required Device for time attendance system.	
Default Software (Silver)	<ul style="list-style-type: none"> <li>• Time attendance management.</li> <li>• Real time Data transmission from device to cloud in no-time.</li> <li>• Automatic synchronization of palm, Face, finger vein from device to cloud and vise-versa.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Automatic device and employee management synchronization.</li> <li>• Personnel information management.</li> <li>• Automatic Leave / Holiday / Multiple Shifts / Events / Notices / Announcements management.</li> <li>• Employee Self Service available in mobile and web.</li> <li>• Flexible reporting with various export facilities.</li> <li>• Mobile App.</li> </ul>	
HR Specific (Gold)	<ul style="list-style-type: none"> <li>• Employee Competency management</li> <li>• Employee qualification (Skills, Education, License, Experience, Grades etc ) management.</li> <li>• Employee training, office out visits and travels management.</li> <li>• Employee Performance tracking.</li> <li>• Employee Expense &amp; allowances</li> <li>• Recruitments, contracts, resignation and termination.</li> </ul>	
Payroll Specific (Platinum)	<ul style="list-style-type: none"> <li>• Employee tax setups</li> <li>• Employee Salary Setups</li> <li>• Designation wise salary management.</li> <li>• Employee Allowances managements</li> <li>• Employee deduction management</li> <li>• Employee Income Tax and TDS calculation</li> <li>• Employee Provident fund and Citizen Investment Trust (CIT).</li> <li>• Employee Loan &amp; Advances</li> <li>• Employee Salary Slip and salary summary reports.</li> </ul>	
Regional Specific features(Silver)	<ul style="list-style-type: none"> <li>• Can Operate Nepali and English Language.</li> <li>• Can operate in Nepali and English Calendar.</li> <li>• Multiple branch support.</li> <li>• Support dynamic office hierarchical structure.</li> <li>• Branch wise holiday, Leave, shift management.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Flexible shift (roster) management. Support all type of shifts.</li> </ul>	
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## Expected Results

We expect our proposed solution to (Company Name) requirements to provide the following results:

### Financial Benefits

- No hidden cost throughout the project.
- Charges are included as per your number of devices.
- Software will overcome HR work load.

### Technical Benefits


- No burden in managing multiple device and device data. We serve it automatically.
- Secured and confidential, all your data are automatically synchronized in cloud.
- No burden in managing employee finger templates in multiple devices. It is as simple as you tap in your mobile. Employee can be manage with your couple of mouse click.
- Platform independent and support every browser in your desktop, tabs, mobile or laptops.
- Easy access to every device that may be in any geo-location and managed easily from system.
- No more manual download and uploads of the employee information(name, code , id card, finger templates, face templates etc.) from and to device.

### Other Benefits





- International partners and supports. We are in a software partner with ZKteco (China) for more than 10 yrs. They are delivering constant supports and innovation for quality services that we deliver to our clients.

## Pricing

Software cost (per device)		
Silver	Gold	Platinum
<b>Total</b>		

<i>Time Attendance</i>		<i>Per device</i>
	<p><b>Bio THRONE IN01</b> is an innovative biometric fingerprint reader for time attendance applications and with built-in battery backup for 4-5Hrs.</p> <p>Finger print 3000 templates            Card Capacity 10,000            Record Capacity 100,000            With Basic attendance software</p>	<b>22500.00</b>
	<p><b>SilkFP-101TA</b></p> <p>Fingerprint capacity 3000            Id card capacity 10000            Record capacity 100000</p>	<b>25,000.00</b>
	<p><b>ZKTeoc Silk Bio 100TC (Option for U300c with face reader)</b></p> <p>Fingerprint Capacity:1500            Face Capacity:800            ID Card Capacity:2000            Record Capacity:100000            Built in Battery Multiple Verify Mode External bell, Access Control interface for lock, Door Sensor, Exit Button, External Bell, Wigand Signal: In output            Optional: ID/Mifare,ADMS</p>	<b>27,000.00</b>



	<p><b>ZKTECO K14</b> attendance system with self service recorder is a new addition to the product line of Security. It can be put on network using TCP/IP.. Easy to use, an ideal device for small offices. Finger print and Card500 templates Record Capacity50000</p>	<p><b>9,000.00</b></p>
	<p><b>ZKTECO K40</b> attendance system with self service recorder is a new addition to the product line of Security. It can be put on network using TCP/IP. Also it's USB and TCPIP feature makes data transfer method more convenient when there is a power cut. Easy to use, an ideal device for small offices. Finger print and Card 1000 templates Record Capacity 80000 <b>with built in battery backup for 2-3Hrs.</b></p>	<p><b>11,000.00</b></p>
	<p><b>ZKTECO K20</b> attendance system with self service recorder is a new addition to the product line of Security. It can be put on network using TCP/IP.. Easy to use, an ideal device for small offices. Finger print and Card 500 templates Record Capacity50000 Optional: ID/Mifare,ADMS</p>	<p><b>13500.00</b></p>
	<p><b>G2</b> fingerprint identification terminal features ZKTeco's innovative Silk ID fingerprint sensor. With 3D Neuron Fingerprint Verification Sensor-Activation and Anti-Interference technology, it precisely detects dry, wet, and rough fingerprints, and operates well under strong sunlight environment. With the latest core-board, the fingerprint capacity is enlarged to 20,000.</p>	<p><b>35000.00</b></p>

## Conclusion

We look forward to working with (Company Name) and supporting your efforts to improve your HR management with Hamro-Hajiri. We are confident that we can meet the challenges ahead, and stand ready to partner with you in delivering an effective IT support solution.

If you have questions on this proposal, feel free to contact Mr. Binod Sapkota or by phone at 9851207299.

Thank you for your consideration,

Binod Sapkota

Riddhasoft Pvt Ltd