



## Mount Valley Development Association

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### Mount Valley Development Association (MVDA)

Date of announcement: 1<sup>st</sup> June, 2022

Deadline for submission: 15<sup>th</sup> June, 2022

#### Announcement inviting Quotations for Workflow Automation System

MVDA is inviting quotations from Software Companies, /agencies, startup for Design and development of Workflow Automation System for the organization.

The Workflow Automation System will include following functional in the software:

##### Human Resource Management System:

- Employee Roster, Remuneration details, personal details of employee, employee hiring, renewal relocation and promotion, employee separation etc.
- Fix assets Management, performance management (Appraisal)
- Leave management, time card, phone based attendance, holiday master,
- HR related MIS reports analysis etc.
- Email notification to reporting officer

##### Payroll Management System:

Monthly payroll automatic deduction of EPF and other statutory deduction

Payment update to employee and vendor

Email notification to reporting officer

##### Expenditure Approval/ Tracking System:

The project and donor based expenditure customized application

The raiser and approval workflow

Monthly report or MIS of expenditure

Email notification to reporting officer

**Travel Management System:**

Periderm and fix Travel allowance management

Online travel request and approval

Email notification to reporting officer

Software design, development, maintenance and hosting for two year must be quoted inclusively of all taxes. Interested vendor can send project proposal along with financial proposal at [contact@mvda.org.in](mailto:contact@mvda.org.in) by 15<sup>th</sup> of June, 2022.



Avtar Singh

(Avtar Singh Negi)  
Secretary  
MVDA