

Tender
for
Supply, installation, testing, commissioning, and maintenance of
Access Control System
At NABARD, Delhi



NABARD

Name of the tenderer: _____

Address: _____

NABARD

Department of Premises, Security and Procurement

Regional Office,

24, Rajendra Place

New Delhi-110125

Email: delhi@nabard.org

Date of issue of tender document:		12th April 2017
Pre Bid Meeting with bidders:	11:00 hrs. on	18th April 2017
Due date and time for submission of tender:	14:00 hrs. on	27th April 2017
Date and time of opening Technical bids:	15:30 hrs. on	27th April 2017

This tender document contains 30 pages

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SEAL AND SIGN OF BIDDER

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PART - I
TECHNICAL & COMMERCIAL

NABARD
Department of Premises,
Security and Procurement
Regional Office,
24, NABARD Tower,
Rajendra Place
Delhi-110125
Email: delhi@nabard.org

Tender for
Supply, installation, testing, commissioning,
and maintenance of Access Control System
At NABARD, Delhi

NOTICE INVITING TENDER

Ref No. NB. DPSP/ 30 / ACS /2017 – 18
12 April 2017

Sirs,

Tender – Supply, installation, testing, commissioning and maintenance of Access Control System at NABARD Regional Office at 24, Rajendra Place, New Delhi, – 110125.

1. Sealed tenders are invited in the prescribed forms in two bid system and as per following details:-

Description of work	Supply, installation, testing, commissioning, and maintenance of Access Control System at NABARD Regional Office at 24, Rajendra Place, New Delhi, – 110125
Place of work	NABARD, New Delhi Regional Office, 24, Rajendra Place, New Delhi, – 110125
Estimated cost	Rs. 20.00 lakh (approximate)
Pre-requisite experience	The tenderer should have carried out similar work for Central / State Government / PSU / Autonomous body / Bank/Corporate as indicated on Sl. No. 1 of Pre bid qualification criteria.
Earnest money	Rs.40,000/- through Demand Draft / Banker Cheque in favour of NABARD payable at Delhi
Tender form availability	The tender document shall be available on all working days (Monday to Friday) from 12 April 2017 to 27 April 2017(till 14:00 hrs) During office hours between 10.00 hrs to 17.00 hrs. Tender document can also be downloaded from http://www.nabard.org/tenders.aspx (NABARD website).
Pre-Bid Meeting	At 11:00 hours on 18 April 2017 at NABARD Regional Office, 24, Rajendra Place, New Delhi, – 110125
Date of submission of tender	The last date for submission of tenders shall be up to 14:00 hrs. of 27 April 2017.
Place of submission of tender	The tender shall be dropped in the tender box kept at reception at ground floor of NABARD Regional Office
Date of opening of technical bids	At 15:30 hrs on 27 April 2017 at the above address.

2. It must be noted that unsealed tenders and / or tenders not accompanied by EMD shall be rejected.
3. The tender should be submitted in a sealed envelope which shall clearly state the subject mentioned herein in bold capital letters in dark ink. The price bid may be sealed in a separate cover and be placed in same envelope.
4. The Technical and Financial Bid should be put in separate envelopes superscripted as technical bid and financial bid respectively and sealed. The Financial Bid of only those who qualify in terms of eligibility criteria will be opened.
5. NABARD reserves the right to reject or accept any tender without assigning any reason and NABARD's decision in all such matters shall be final and binding on all tenderers.
6. The tender is not transferable.
7. The tender shall not include any conditions whatsoever. In case any conditions are included in the tender, the same shall not be taken into consideration and the tender in such cases is liable to be rejected.
8. The agency must be registered and complying with all statutory requirements.
9. Tenders received after the above time and date will not be accepted.
10. NABARD, Delhi does not bind itself to accept the lowest or any tender and reserve the right to reject, negotiate any or all the tenders received and also to split the work without assigning any reason.
11. The tenders shall be valid for at least 06 months from the date of opening of the tenders.
12. Rates in the price bid must be quoted both in the words and figures and in case of discrepancy, rates quoted in words will prevail.
13. The tender documents should be signed on each page by the quoter or his duly authorized representative. Any overwriting, correction or cancellations should be duly authenticated with seal. Tender documents should be accompanied by a certified true copy of an absolute power of attorney in favour of signatory to the documents.
14. Any discrepancies, omissions, ambiguities or conflicts in contract document or any doubts as to its meaning should be brought to the notice of the bank. The bank will review these and where information sought is not clearly indicated or specific, will issue a clarifying bulletin to all quoters which will form part of the contract documents.
15. The contract shall be binding on the quoter as soon as the acceptance off the Tender is communicated to the quoter by the Bank.

Regards



(Asit Kumar Mohanty)
General Manager/OIC

Form of Tender

Place -----

Date:

The General Manager/OIC,
National Bank for Agriculture and Rural Development
24, Rajendra Place,
New Delhi-110125

Dear Sir,

Supply, installation, testing, commissioning, and maintenance of Access Control System at NABARD Regional Office at 24, Rajendra Place, New Delhi- 110125 .

Having examined the scope of work and the guidelines relating to the contract for Supply, installation, testing, commissioning, and maintenance of Access Control System at NABARD, 24, Rajendra Place, New Delhi- 110125 as specified in the Tender hereinafter set out and visited and examined the site of the work specified in the Tender and having acquired the requisite information relating to the tender, I/We hereby offer to execute the work/s specified in the said Tender at the rates mentioned in the annexure and in accordance in all respects with the specifications and instructions in writing referred to in the conditions of the tender, the articles of the agreement, special terms and conditions and in all other respects in accordance with such conditions so far as they may be applicable.

Memorandum

1	Description of the works	Supply, installation, testing, commissioning, and maintenance of Access Control System at NABARD Regional Office at 24, Rajendra Place, New Delhi-110125
2	Earnest money	The agency shall pay as earnest money a sum of ₹ 40,000/- by way of demand draft.
3	Period of contract	The completion period of the work is 60 days from the date of issuance of work order.

I/we hereby agree to abide by the terms and provisions of the said conditions of the contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to National Bank for Agriculture and Rural Development amount mentioned in the said conditions.

I/We have submitted a sum of ₹ 40,000/- as earnest money with the National Bank for Agriculture and Rural Development, which is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We hereby agree that this sum shall be fortified by me/us to the National Bank for Agriculture and Rural Development.

I/We further agree to complete the work within 60 days from the date of issuance of the work order by Bank.

I/We agree not to employ Sub-Contractors other than those that may be approved by the bank. I/We agree to pay Sales Tax, Change in tax if any, Work Contract Tax, Octroi duties, levied by the government, as prevailing from time to time, on the supply of items as laid out in Bill of Quantities including items of additional fitments as per requirement, for which the same are leviable and the rates quoted by me/us are inclusive of the same.

Our PAN No. is _____ (Copy of PAN to be attached).

The Names of partners of our firm are:

- (i)
- (ii)
- (iii)

Name of the partner of the firm authorised to sign

Or

Name of person having Power of Attorney too sign the contract (certified true copy of the Power of Attorney should be attached)

Yours Faithfully,

Signature of Authorised signatory

(Signature and address of witnesses)

(i)

(ii)

(iii)

Pre Bid Qualification Criteria

S. No.	Criteria	Supporting document to be submitted
1	Successfully completed at least three similar works whose value is not less than 40% of the estimated cost, ie., Rs.8 lakh, or two similar works whose value is not less than 50% of the estimated cost, ie., Rs.10.00 lakh or one work whose value is not less than 80% of the estimated cost, ie, Rs. 16 lakh of Supply, installation, testing, commissioning and maintenance of Access Control System as detailed elsewhere in this tender document for the Private/ Government/ Semi- Government / Government of India Undertaking, during last 03 years ending 31 March 2017.	Work orders and completion Certificate.
2	Turnover of the firm during last 03 years (year – wise): Annual turnover of the firm during each of the last three years should be at least 50 % of the estimated cost of the tender.	Attach a separate neatly typed sheet on Letter head of Chartered Accountant.
3	Work Experience	the firm should have experience of similar works during the last 5 years
4	Name and registered address alongwith date of incorporation of the firm	Document issued by Government body such as service tax, shop Act license, Company Registration, etc.

Information to be furnished by the Vendor

1	Name and Registered address	
2	Organizational set up of the firm including names, qualifications and experience of partners / Associates and staff	Details to be furnished in the prescribed proforma (Statement I)
3	Whether Registered (If yes, please enclose copies of relevant supporting documents)	
4	Experience (give number of years)	_____ Years
5	Important large projects executed/On hand during last three year by the firm together with approximate cost of the individual Project. The full postal address of the clients for whom the works have been executed shall also be given.	Details to be furnished in the prescribed proforma (Statement II)
6	Important large projects, if any, completed by the partners prior to joining the firm (these projects shall not be included under 5 & 6 above, but shall be shown separately).	Attach a separate sheet
7	Name and address of the Banker/s of the firm	Attach a separate neatly typed sheet on letter head
8	Proforma for electronic payment	As per enclosed proforma

Note: Please enclose copies of relevant supporting documents, wherever necessary.

Signature of the applicant with
Full address and Office Seal.

Bank Account Particulars of the tenderer

1	Name of Firm	
2	Address of firm	
3	Name of Bank Branch and Address	
4	Bank Code & Branch Code	
5	IFS Code of Bank Branch	
6	Type of Account	(Saving / Current / Cash Credit)
7	Account Number	
8	PAN of firm	
9	Service Tax Registration No.	

Signature of the applicant with
Full address and Office Seal.

STATEMENT - I

List of technical personnel, giving the technical qualification, experience, including that in the present organization

Sr. No.	Name	Age	Qualifications	Work Experience	Nature of works handled	Name of the projects handled for at least Rs.8.00 lakh*	Date from which employed in the present organization	Indicate special experience, if any
1	2	3	4	5	6	7	8	9

* Please refer Pre bid qualification criteria, Sl.No.1 (Page 7)

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.

Signature of the applicant with
Full address and Office Seal.

STATEMENT - II

List of Important Projects executed/ ON HAND by the Organization during the last three years costing Rs. 8.00 Lakh and above (strictly complying with Pre bid qualification criteria, Sl.No.1 (Page 7).

Sr. No.	Name of the Project and location	Nature of work involved in contract (eg. residential Office, etc.)	Name of the owner, also indicate whether Govt./ Semi-Govt./ Govt. of India Undertaking or Pvt. Body with full Address	Project cost in lakhs of Rupees	Completion Period		Any Other relevant information
					Stipulated	Actual	
1	2	3	4	5	6	7	8

Signature of the applicant with
Full address and Office Seal.

ARTICLES OF AGREEMENT

This Agreement is entered into this _____ day of _____ (month) _____ between the National Bank for Agriculture and Rural Development [NABARD] having its Regional Office at 24, Rajendra Place, New Delhi- 110125; hereinafter referred to as "The Bank" and

M/s _____ hereinafter called the "The Party".

Whereas the Party has been awarded the Contract for the Supply, installation, testing, commissioning, and maintenance of Access Control System at NABARD Regional Office at 24, Rajendra Place, New Delhi- 110125.

Consequent upon the Bank accepting its Tender and the Party accepting the Terms and Conditions, Special Terms and Conditions and Memorandum and related items.

NOW, THIS AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES:-

1. The Party will Supply, installation, testing, commissioning, and maintenance of Access Control System at NABARD Regional Office at 24, Rajendra Place, New Delhi- 110125 for 2 years from the date of Supply, installation, testing and commissioning at the Bank's Regional Office for consideration of Rs _____ [_____]. The payments will be made as per the terms indicated in the general conditions/instructions to the contractors.
2. The Party agrees to replace/repair any defects in this system during the warranty period free of cost. The Party will place at the disposal of the Bank, sufficient number of technicians during the first six months to ensure proper working of the system and attend to any problems. The Party will carry out necessary repairs/replacement to keep the system in working condition after the warranty period on chargeable basis. The Party will charge for spare parts only as per the rate list supplied by them and agreed to by the Bank. No labour charges will be paid for any such repairs/replacement. The rates indicated should include all Taxes and Income Tax will be deducted from the bills submitted for spare parts replaced.
3. Any complaints will be attended to promptly by the Party and on no account will there be any delay in repair/replacements to ensure smooth working of the system.
4. The Party will ensure availability of fast moving spares required for the system to ensure speedy repairs.
5. Notwithstanding what has been hitherto stated, any other matters not covered in this Agreement will be settled on mutual discussions and subject to mutual agreement. The reference to the General Manager in this agreement and the schedules hereto

annexed shall mean the General Manager holding charge of Regional Office, Delhi and shall include, in respect of any powers exercisable by him or NABARD under this agreement and any other officers of the Bank designated by him in that behalf from time to time.

6. The Party will abide by all the Terms and Conditions specified in the General Conditions/Instructions to the contractors etc., mentioned in the tender.

7. All hardware and software used will be as per the details indicated by the Party in Part II of the Tender documents.

8. All the documents pertaining to the Tender will be construed as part and parcel of this agreement.

9. This agreement shall be executed in duplicate. The Bank shall retain the original and Party the duplicate. Stamp duty on original and duplicate shall be borne by the Party. IN WITNESS WHEREOF the Bank has set its hands to these presents and a duplicate hereof through its authorised official and the Party has set his hands to these presents and the duplicate on the day/month and year first hereinabove written.

Signed and delivered by the within named

National Bank for Agriculture and Rural
Development by the hand of its authorised official

[Name and Designation]

in presence of

[i]

[ii]

Signed and Delivered by Shri-----

In presence of

[i]

[ii]

Place:

Date:

GENERAL TERMS AND CONDITIONS / INSTRUCTIONS TO THE TENDERERS

1. Sealed tenders, should be addressed to The General Manager, National Bank for Agriculture and Rural Development [NABARD], New Delhi Regional Office, 24, Rajendra Place, New Delhi- 110125 , and superscribed “Tender for the Supply, installation, testing, commissioning and maintenance of Access Control System at NABARD Regional Office at 24, Rajendra Place, New Delhi- 110125” and send so as to reach not later than 14:00 hrs 27 April 2017.
2. The tender forms should be filled in English and all entries must be made by hand and written in ink.
3. Rate should be quoted both in figures and words in the columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderers. Over writing of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Bank’s option. No advice of any change in rate or conditions after opening of the tender will be entertained.
4. Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of the Contract, Scope of work, Specifications, Special Conditions, etc., as laid down. Any tender with any document not so signed is liable to be rejected.
5. The tenders submitted on behalf of a Firm shall be signed by all the partners of the Firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Similarly in case of a company, only the person authorised by the articles of the company can sign. Otherwise the tender is liable to be rejected by the NABARD.
6. NABARD does not bind itself to accept the lowest or any quotation and reserves to itself the right to accept or reject any or all the quotations, without assigning any reasons for doing so. NABARD also reserves the right to divide the work and award separately amongst the tenderers, without assigning any reason for doing so.
7. Tenderers are advised to visit the site of installation of the Security System and understand the nature & scope of the work and doubts of any nature should be got clarified before quoting.
8. Rate should include : (a) charges for removal of debris out of premises, removing stains, cleaning the site thoroughly and restoring it to original condition where work is undertaken, (b) all Taxes, Duties, Octroi, Levies, Payment of wages as per Act , VAT, (c) Freight & Insurance, and (d) all overheads & profits etc.
9. Quoted rate should be workable, and should be firm for the entire contract Period. No variation of rates will be allowed.
10. The tender is being called as an item rate tender to be quoted against the Bill of Quantity. However, all other materials as may be necessary for the satisfactory work completion are to be provided at no additional cost as

deemed to have been covered under the scope of work/contract. All civil, electrical, carpentry work will be done by the contractor and this cost also to be included in the amount quoted.

11. Payment will be done in accordance with the Bill of Quantities in Part II. All Payments will be settled on successful testing and commissioning of the system. No advance payment will be made by NABARD. Payment against the bill/s will be made in due course after satisfactory completion of the work. All payments by NABARD under this contract will be made only at Delhi.
12. Any discrepancy in settlement of bills may be brought to the notice of NABARD within a period of one month after the settlement of the Bills. The NABARD will not entertain any claim regarding any dispute in settlement of the bills after the stipulated period.
13. Income Tax, Surcharge, Service Tax and other taxes as applicable will be deducted from total payment due to the contractors. All payments will be done on line through the NEFT/RTGS, for which the contractor will provide to NABARD the details such as name of his banker, name of the branch, account number, and the IFS Code of the bank branch.
14. The contractor must submit a certificate from the manufacturers that the supplier is an authorized dealer for the sales and service of the products used in the Security System.
15. The Contractor shall observe all the safety precautions for the safety of the labour and the employees of NABARD during execution of works. The contractor should arrange to obtain necessary insurance cover for its employees. He would be responsible for the safety of persons, employed by him and loss or damage of the work.
16. The contractor shall be responsible for injury to persons or things and for damages to the property which may arise from omission or neglect of the contractor or their employees, whether such injury or damages arises from carelessness, accident or any other cause whatsoever, in any way connected with carrying out of the work.
17. All the conditions of the contract shall be binding on the Contractor during execution of the work.
18. The Contractor shall comply with all the applicable Acts, Rules, Regulations, requirement of Law (s) for entering into contract and the NABARD will not in any way be liable or responsible for any default/irregularities/penalties on the contractors part.
19. The contractor shall comply with the provisions of Contract, Labour Regulation & Abolition Act, 1970, Minimum Wages Act and all other labour laws and other Statutory Regulations [both Central and States] that may be enforced from time to time by the appropriate authorities. The NABARD shall not be held responsible for any penalty on account of failure to adhere to the above labour regulations, etc. The contractor should be responsible to fulfil all the obligations in connection with the workers employed by the contractor for the purpose of the contract and all the Statutory and other liabilities if any

- including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the contractor account and payable by the concerned contractor.
20. The contractor should obtain necessary permission that may be required for the purpose of this contract from such authorities as may be prescribed by law from time to time.
 21. The contractor shall be fully responsible and shall compensate NABARD in the event of any damage to men or material, injury/damage or death as the case may be, his employees or workmen. The decision of NABARD in this regard shall be final and binding.
 22. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.
 23. Any act of indiscipline/misconduct/theft/pilferage on the part of any employee engaged by the contractor resulting in any loss to NABARD in kind or in cash will be viewed seriously and NABARD will have the right to levy damages or fine and/or even terminate the contract forthwith.
 24. In case of any default or failure on part of the contractor to comply with all/any one of the terms/conditions, NABARD reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to the contractor and/or by taking recourse to appropriate recovery proceedings.
 25. If any dispute arises on any matter concerning this contract, the same shall be settled through mutual discussion. However, if the dispute still remains unresolved, the same will be decided by the sole arbitrator appointed by the Bank as per arbitration and conciliation act and this decision shall be final and binding.
 26. The contractor should not at any time do, cause or permit any nuisance on the site/do anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.
 27. On site, lockable storage space will be given as per availability, the security of which will be the responsibility of the contractor/s. NABARD will not be responsible for contractor's materials. The contractor may be required to vacate the storage space as per exigency without any extra cost. NABARD shall facilitate the fabrication job at site by allowing the fabricator to work in the premises and use the electricity for welding as required without any cost,
 28. The contractor shall not directly or indirectly transfer, assign or sublet the contract or any part of it.
 29. The intending tenderers shall pay an **Earnest money Deposit [EMD] of Rs 40000/- [Rs Forty Thousand Only]** by a Demand Draft drawn on a Scheduled Bank, which amount will be credited into the office of NABARD. The EMD will be returned to the tenderer if his tender is not accepted, but without any interest.
 30. The EMD paid by the successful tenderers shall be held by NABARD as partial

- deposit for the execution and fulfilment of the contract. No interest shall be paid on the said deposit.
31. The EMD of the successful tenderer will be adjusted against the Retention Money Deposit [RMD] kept by NABARD.
 32. 5% of the quoted amount will be kept as RMD for three years and will be returned to the Party at the end of the standard warranty period of one year followed by two years of annual maintenance contract.
 33. The party will also have to undertake an Annual Maintenance Contract [AMC] for the entire Security System for two years from the date of expiry of the standard defect liability/warranty period of one year [from the date of successful commissioning of the security system]. The AMC charges, however, will include service charges only and will exclude cost of the spare parts required for replacement. The AMC payment shall be made on half yearly basis.
 34. The Security System after successful commissioning and testing will be duly handed over to the Bank after which the work completion certificate will be issued.
 35. NABARD reserves the right to check the progress of the work and adherence to the technical specifications etc. any time during the installation phase. The firm will be submitting to the Bank all the warranty certificates, drawings of the system so installed, test reports/certificates issued by the manufacturers of the materials.
 36. The Party will obtain all necessary statutory approvals from the designated/approved authorities as may be required for the completion of the work.
 37. The contract may be terminated by NABARD in case the other Party does not adhere to the terms of contract.
 38. All disputes arising out of or in any way connected with this Agreement shall be deemed to have been arisen at Delhi and Courts in Delhi only shall have jurisdiction to determine the same.
 39. In the terms and conditions set in here before the term "The Bank" refers to the National Bank for Agriculture and Rural Development [NABARD], The General Manager refers to General Manager/Officer In charge of NABARD, Delhi Regional Office, Delhi. "The Party" refers to the Party who has been awarded the contract for the Supply, installation, testing, commissioning, and maintenance of Access Control System at NABARD Regional Office at 24, Rajendra Place, New Delhi- 110125.
 40. All erasures and alterations made while filling the tender must be attested by initials of the tenderers. Over writing of figures is not permitted, failure to comply with either of these conditions will render the tender void at the Bank's option. No advice of any change in rate or conditions after opening of

the tender will be entertained.

41. All documents that comprise the offer should be duly stamped and signed by authorised person of the firm.
42. The firm will provide necessary training to the designated personnel of NABARD about the system.

Safety Precautions

I. General Safety Precautions

The contractor shall observe all the safety precautions for the safety of the labourers and the employees of NABARD during execution of works. As a part of the contract, the Contractor must satisfy the under mentioned safety requirements and must ensure at all times that these are followed without any deviations:

- a) The Office Campus is a “NO SMOKING ZONE”, hence use of tobacco and smoking is strictly prohibited.
- b) Any job where welding, soldering etc. is required and where lighting of flame is involved or using a source of heat or temporary electrical connections, shall not be done without prior permission from the Bank. No job involving heat sources are permitted to be carried out after office hours, holidays, Saturday and Sunday without prior permission from NABARD.
- c) It is entirely the responsibility of the Contractor to see that the safety appliances such as safety belts, life lines, helmets, rubber gloves etc., depending on the job, are made available to his staff at Contractor’s cost. If the Contractor needs any suggestion/help in the matter, he can approach NABARD. However, any lapse on safety will be viewed seriously.
- d) The Contractor shall ensure that the persons posted for the work are well conversant with the operation of fire extinguishers.
- e) The Contractor shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises.

II. Safety Precautions for portable electrical appliances:

Precautions in handling portable electrical appliances are more significant under monsoon conditions. Some likely situations are highlighted here for the contractor’s attention and action to ensure that conditions and methods of usage conform to safety of personnel and property.

Joints in flexible cables: Usage of portable appliance through cable joints sometimes may lead to severe sparking and fire takes place if combustible or flammable materials are lying at the joint. Perhaps this may not be noticed by operator at all. For this and similar reasons, joints in cables of portable appliances are not permitted at all.

a. **Appliance body grounding and system grounding:** In absence of or ineffective appliance body grounding, operator may receive severe shock in case of phase to body fault during usage. Further, all earth pin socket must have low impedance and mechanically firm earthing according to Indian Electricity Rules so that safety is assured to operator even under fault conditions.

b. **Water leakage:** Water reduces efficiency of insulation depending upon exposure. Presence of moisture on ordinary switches may give a shock during operation. Switches in chronic leakage areas should preferably be de-energised until

rectification is done and contractors must apprise civil works and properties department.

c. **Excavation / Additions / Alterations of Building etc.:** During excavations, alternations of buildings etc., every care shall be taken that electric shock or damage to cable, etc. are avoided. De-energisation of circuits must be considered whenever required.

TECHNICAL DETAILS

1. SCOPE OF WORK:

Supply, installation, testing, commissioning, and maintenance of Access Control System at NABARD New Delhi Regional Office.

1.1 The work will entail providing necessary hardware, software, signal and power cabling, and all allied civil, electrical and carpentry work. The controlling/monitoring devices will be housed in a cabin/room on the fifth floor of the RO building.

1.2 The party will also have to undertake an Annual Maintenance Contract [AMC] for two years from the date of expiry of the standard defect liability/warranty period of one year; which in turn will commence from the date of successful commissioning of the entire security system. The AMC charges, however, will include service charges only, and will exclude cost of the spare parts required for replacement.

2. LOCATION:

Flap Style Barriers, part of the Access Control System will be installed at the main entrance to the ground floor, back gate at first floor and at the common passage before the staircase on the entrance of the NABARD RO building. Precise idea of the location could be ascertained by visiting the site.

3. GENERAL:

3.1 The work under this contract shall be carried out in accordance with the General Terms and Conditions/Instructions to the Tenderers, Technical Specifications, and bill of Quantities referred to in this tender and forming part of this tender.

3.2 Work shall be carried out in accordance with the specifications, local rules, Indian Electricity Act, 1910, as amended up to date and the rules issued thereunder, regulations of the Fire Insurance Company and Indian Standard Code of practice No. 732-1963 [revised].

3.3 Except where otherwise stated or permitted by the NABARD, all materials and workmanship shall conform to the latest Indian Standard Specification [hereinafter abbreviated to IS]. In absence of any IS Specifications, the work shall conform to the latest equivalent British or American Standard. However, in absence of the same, the decision of NABARD will be final. The access controllers, proximity card readers, UPS, will be UL certified. All workmanship shall be the best of its particular kind.

3.4 The contractor should obtain prior approval of NABARD before placing order for purchase of materials for which no brand name has been mentioned in the tender.

3.5 Internal Wiring: System of wiring: The system of wiring shall consist of flexible PVC insulated copper conductor wires in metallic/PVC conduits

concealed/ exposed as called for. The wires shall be fire resistant low smoke. The wires shall be rated for 1100 volts. Prior to laying and fixing of conduits, the contractor shall carefully examine the layout of conduits, satisfy himself about the sufficiency of number and size of conduit, location etc. Approved equivalent of the brands indicated may be used subject to the approval of NABARD. For any item not covered in the list, the contractor shall get the samples approved from Bank before the purchase is made. Contractor shall get approval from the Bank before installation of all the items.

3.6 Insulation Resistance Test: Insulation resistance test should be made before the installation is permanently connected to the electric supply. The insulation resistance is to be measured by using an approved portable hand operated insulation resistance tester reading directly in ohms. The voltage of this tester shall be about 500 volts. The insulation resistance to earth shall not be less than 1 mega ohm when measured with all fuse links in place, all switches closed and all poles or phases of wires are electrically linked.

4. DETAILS OF VARIOUS INFORMATION / DOCUMENTS TO BE SUBMITTED BY THE PARTIES ALONG WITH THE TENDER:

4.1 List of those items which are necessary for work completion but not indicated as separate BOQ item.

4.2 Information/Specification Brochures, specifically indicating the standard warranty period, from the manufacturers/suppliers of all the system components. Concerned warranty cards will have to be submitted to NABARD on purchase of the components under the work contract.

4.3 Copies of the Certification wherever applicable.

TECHNICAL SPECIFICATIONS

1. Access Control System: Retractable Flap Barrier with Display along with Door Controller

a. Make: Sivananda/MagneticAutoControl/BGI/Beninca/ Watchnet /Honeywell /Siemens/RBH /Bosch/ Gunnebo/Kaba

b. Technical Data (Access Control System)

Parameter	Unit	Details
Opening/closing time	S	0.5-0.8
Protection	IP	54
Voltage	VAC	230
Current	A	1
Frequency	Hz	50
Duty cycle	%	100
Length	MM	660-1100
Width	MM	300-500
Height	MM	1000-1100

2. Smart Card reader : HID

Design	Front and back side printed sticker as per NABARD requirement
Type	5 [Normal user, Visitor, Super user, Contractor & Maintenance]
Attributes	4 [Valid/Void, Trace, Custodian, &, Escort]
Technology	Contact less smart card 13.56 Mhz corresponding to ISO Standard 1433 A.
Dimensions	CR 80 - vertical - standard size Lanyard with printed logo/name/card case as per requirement.

- UL certified, a copy of the certification to be attached with the tender documents.
- Environment shall be suitable for Outdoor/Indoor applications with fully potted electronics Read Range of 6.25 cm and with Audio indication Beep on valid card read.
- Visual indication Red LED – ON to indicate power ON, shall turn Green on Valid card read.

3. **Uninterrupted Power Supply:** UPS to give power back up for Retractable Flap Barriers and door controllers. The technical specification of UPS are as below:

Type	True on line fully digital
Make	APC/ Emerson/ Luminous/V guard or equivalent
Power output	3KVA
Efficiency	> 93%
Battery backup	1 Hour
Compliance	Conforming to the BFI standard and must have ISI mark and shall be supplied from a factory with ISO 9001:2000 certification in manufacture of UPS Systems
Warranty	2 years comprehensive on site on UPS and Batteries

4. **CABLES : [ACCESS CONTROL SYSTEM]**

Power Cable make	Polycot,Finolex, Finale, or, equivalent in flexible PVC conduit.
Data Cable make	HCL, AT & T, D Link or equivalent
Power Data Cable	1.5 sq mm
Between controller and smart card readers	6 core 1.0 sq mm
Between controller and door	
Entire wiring/cabling of required length for power and signals will be laid on the existing floor/wall/ceiling/false ceiling. Data cables will be PVC insulated and sheathed, twisted pair, shielded and armored annealed tinned copper cable.	

5. **Application Software: Access control System**

Front end	GUI based user friendly interface based on client server technology for Windows NT environment.
Back end	ODBC compliant database.
Architecture	3 tier (User, Business and Data Services) to ensure scalability
Operators	Unlimited
Access levels	8 + 1 Administrator, password controlled.
Access profiles	User definable
Configuration	Full set up & programming of all door controller functions
Card Database	To contain Photo image or a link to the image of card holder along with other relevant data.
Card database	100000

Card profiles	Unlimited with respect to single card or batch of cards, shall define valid doors, 3 x time zones per card (week day, off day and holiday)
Archival	Daily automatic archival based on defined time. All archived data to be held in monthly folders.
Reports	User definable access reports with respect to time, date, door and card. Daily attendance reports based on 1st IN and last OUT. Reports should also include archived data.
Door Control	Each door individually or all door simultaneously may be locked /unlocked or normalized from the PC.
Roll call	The software shall be able to provide the number and the list of card holders in the premises. It shall also be capable of locating a user based on the last transaction.
Visitor management system	All personnel visiting the buildings may be divided into categories such as Employees, Casual Visitors, Maintenance staff, Contractors, Regular visitors etc.

Single user license fee per user.

Multi User Time Attendance Software

PC Link Software: Access control management software should integrate Access Control System, and also integrate various soft wares involved.

Software together should enable, inter-alia, viewing specific access events, like access denied, grants, alarms, date & time, entrance where occurred, card number that was registered during the event, person that the card was assigned to. SMS alert system to be included.

6. Installation, Testing, Commissioning and maintenance of the access system.

Installation, Testing, Commissioning of the access system	Installation, Testing, Commissioning of the access system with in stipulated time.
Maintenance of the access system	Annual Maintenance Contract [AMC] for two years from the date of expiry of the standard defect liability/warranty period of one year [from the date of successful commissioning of the security System]. The AMC charges, however, will include service charges only, and will exclude cost of the spare parts required for replacement. Yearly contract amount will be paid on half yearly basis. The agency needs to enter AMC agreement with NABARD.

Conformity with the specifications

Sr No	Description	Actual Specifications/ Dimensions	Make of the Component & Name & Address of the Authorised Dealer	Whether or Not Conforms to the Stipulated Specifications? (Yes/No) If No, please indicate the deviations
1	ACCESS CONTROL SYSTEM			
1.1	Retractable Flap Barrier with Display along with Door Controller			
2	SMART CARD READER			
2.1	Entry			
2.2	Exit			
2.3	Admin Card reader and Manager			
3	Smart cards : design to be given by NABARD			
4	UPS			
5	CABLES : Rate to be quoted on per meter basis			
5.1	Power cable 2 core (1.5 sq. mm)			
5.2	Data cable (Cat 6e)			
6	SOFTWARE : [Access Control System]			
6.1	Application software.			
6.2	Visitor Management Software			
6.3	Single user license fee per user.			
6.4	Multi User Time Attendance Software with ACS with all accessories.			
6.5	PC link software for integration of the ACS			
7	Installation at 5th floor of the Building			
8	Comprehensive Annual Maintenance Contract for 2 years from the date of expiry of the warranty period of 01 Year.			

Signature of the applicant with full address and Office Seal.

Tender
for
Supply, installation, testing, commissioning, and
maintenance of Access Control System
at NABARD, Delhi



NABARD

PART II - PRICE BID

Department of Premises, Security and Procurement,

NABARD, New Delhi Regional Office

24, Rajendra Place, New Delhi – 110125

delhi@nabard.org

PART – II (Financial Bid)

BILL OF QUANTITIES

Supply, installation, testing, commissioning, and maintenance of Access Control System at NABARD Regional Office at 24, Rajendra Place, Delhi – 110125. The work will entail providing necessary hardware, software, signal and power cabling, and all allied civil, electrical and carpentry work. Rates should be quoted with reference the General Terms and Conditions / Instructions to the Tenderers as contained in the PART-I of the tender document. Payments will be made based on actual measurement of the works carried out.

Sr No	Description	Quantity	Unit	Make	Rate	Amount (in Rs.)
1	ACCESS CONTROL SYSTEM					
1.1	Retractable Flap Barrier with Display along with Door Controller	3				
2	SMART CARD READER					
2.1	Entry	3				
2.2	Exit	3				
2.3	Admin Card reader and Manager	1				
3	Smart cards : design to be given by NABARD	300				
4	UPS	1				
5	CABLES : Rate to be quoted on per meter basis					
5.1	Power cable 2 core (1.5 sq.mm)	250				
5.2	Data cable (Cat 6e)	300				
5.3	PVC Conduit	250				
6	SOFTWARE : [Access Control System]					
6.1	Application software.	1				
6.2	Visitor Management Software	1				
6.3	Single user license fee per user.	1				
6.4	Multi User Time Attendance Software with ACS with all accessories.	1				

6.5	PC link software for integration of the ACS	1				
6.6	Installation of Software in the server located at 5 th floor of the Building					
7	Installation of Emergency Button	3				
8	Comprehensive Annual Maintenance Contract for 2 years from the date of expiry of the warranty period of 01 year.					

**Total Amount in words (including all Taxes with full address and office Seal)-
Rs _____ only.**

Signature of the applicant with full address and Office Seal.