

NOTICE INVITING TENDERS

Ms

Dear Sirs

Invitation to bid for the supply, installation, commissioning and maintenance of Access Control System at NABARD Head Office at Bandra-Kurla Complex, Mumbai-51

1. On behalf of National Bank for Agriculture and Rural Development (NABARD), we have the pleasure of inviting you to tender for the aforesaid work.
2. Tender Documents will be issued from **10/09/08 to 19/09/08** during office hours except Saturdays, Sundays and holidays at our Head Office at Bandra-Kurla Complex.
3. Each tenderer will be issued with one copy of Part -I comprising the Notice inviting tenders,General conditions/Instructions to the tenderers,Scope of work,General and specific conditions of the contract,technical specifications,special terms and conditions and the format of the agreement and two copies of Part -II comprising the Bill of Quantities and the Specifications to be indicated by the tenderer.
4. Sealed Tenders in the prescribed tender form in two separate envelopes should be submitted to the Chief General Manager, General Administration Department, National bank for Agriculture and Rural Development C-24, G Block, Bandra-Kurla complex, Bandra(East), Mumbai -400051.
5. Envelope No. 1 shall contain Part -I and the Earnest Money deposit while the envelope No. 2 shall contain the Bill of Quantities duly priced and the specifications completed in all respects.This shall not include any conditions whatsoever.In case any conditions are included in Envelope No. 2 , the same shall not be taken into consideration and the tender in such case is liable to be rejected.
6. Both the envelopes shall be submitted to the above Office not later than **1500 hrs on 15/10/08**. Envelope No.1 will; be opened at 1600 hrs on the same day in the presence of the tenderers or their authorised representatives who chose to be present.

7. After opening of the Envelope No.1 and assessing the conditions stipulated by bidders, if any, the Bank will, if it so decides, may inform all the tenderers about any modifications in the tender conditions. Bidders who agree to the changed conditions along with the original in TOTO will be allowed to make modifications if they so wish in their tender prices by means of a letter to be submitted in sealed cover, which, along with their price bid will form the final price bid. A tender will be rejected if any tenderer proposes any deviation from the above.
8. The Envelope No.2 shall be opened only in respect of those tenderers who after discussion bring their tenders in line with the requirements of tender document and are acceptable to the Bank. The decision of the Bank in this regard shall be binding on the tenderers and not open to question or appeals. The date and time of opening of Envelope No.2 shall be intimated after opening of envelope No.1.
9. Tenders received late on account of any reason whatsoever and telephonic and faxed tenders shall not be entertained.
10. The Earnest Money Deposit of Rs 40000/ (Rupees forty thousand only) by Demand Draft drawn on any scheduled bank in favour of NABARD payable at Mumbai shall be submitted along with Part-I of the tender.
11. The completion of the said work shall be 45 days from the issue of the work order.
12. Liquidated damages for delay shall be 0.25% of the accepted tender amount per week of delay for each week beyond the scheduled date of completion or approved extended period of completion. The maximum amount of liquidated damages shall be 5% of the accepted tender amount.
13. The Defect Liability period shall be 12 months from the date of handing over the system to the Bank.
14. Validity of the tender shall be 60 days from the opening of Envelope No.2
15. A pre-bid meeting shall be held on 22/09/08 at 1430 hrs in the conference hall of NABARD head office at the address indicated above. The bidders are requested to attend the meeting and obtain clarifications, if any, required by them. No further requests for clarifications shall be entertained.
16. The tender documents for the said work will be on the website of NABARD(www.nabard.org) for use and reference of the interested bidders.

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(Chief General Manager)
GAD, NABARD Head Office
Mumbai-51

**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

General Administration Department

Tender Documents : Supply, Installation, Commissioning and Maintenance of Access Control System

General Conditions/Instructions to the Contractors.

1. Sealed Tenders, should be addressed to The Chief General Manager, General Administration Department, National Bank For Agriculture and Rural Development C-24, 'G' Block, Bandra-Kurla Complex, P.B. No.8121, Bandra (East), Mumbai - 400 051 and super scribed "Tender for the Supply, Installation, Commissioning and Maintenance of Access Control System" at Bandra-Kurla Complex for the "National Bank for Agriculture and Rural Development" and send so as to reach him not later than 15 October 2008.
2. No tender will be received after 3.00 p.m. On 15/10/08 under any circumstances whatsoever.
3.
 - a. Tenders will be opened at 4.00 p.m. On 15/10/08 at his office by Chief General Manager, General Administration Department, National Bank for Agriculture and Rural Development, or any other officer designated for this purpose by him in the presence of other officials of the Bank and the tenderers or their representatives, should they choose to be present.
 - b. Tender shall remain open for acceptance by the Bank for a period of Two Months from the date of opening the tender which may be extended by mutual agreement and the tenderers shall not cancel or withdraw the tender during this period/extended period.
4.
 - a. The tender forms should be filled in English and all entries must be made by hand and written in ink.
 - b. 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.
 - c. Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themeselves with the General Conditions of the Contract, Scope of work, Specifications, Special Conditions, etc., as laid down. Any tender with any documents not so signed is liable to be rejected.
 - d. The tenders submitted on behalf of the 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 Bank.

5. The National Bank for Agriculture and Rural Development does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, without assigning any reasons for doing so.
6. Contractors are advised to visit the site of installation of the Access Control System and understand the nature & scope of the work and doubts of any nature should be got clarified before quoting.
7. Rate should include charges for removal of debris out of premises, removing stains, cleaning the site thoroughly and restoring it to original condition where work is undertaken.
8. Quoted rate should be workable and should include all overheads and profits.
9. Rate should include all taxes, duties, octroi, levies, Payment of wages as per Act, VAT etc., and should be firm for the entire contract period. **No variation of rates will be allowed.**
10. All components of the Access Control System supplied should conform to the stipulations as in the relevant I.S. codes (Latest Edition) BIS specification shall be followed as applicable. However, in the absence of the same the decision of NABARD will be final. The readers and controllers will be UL certified and copy of the certification must be attached with the tender documents.
11. 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.
12. Maximum 50 % of amount may be settled on delivery of items and the balance amount less the retention money and the amount quoted for AMC will be settled on commissioning of this system. No advance payment will be made by the Bank.
13. Any discrepancy in settlement of bills may be brought to the notice of the Bank within a period of one month after the settlement of the Bills. The Bank will not entertain any claim regarding any dispute in settlement of the bills after the stipulated period.
14. Income Tax, Surcharge, Service Tax, VAT and other taxes as applicable will be deducted from total payment due to the contractors.
15. The contractor should have valid electrical contractors license relating to his contract. The contractor must submit a certificate from the manufacturers that the contractor is an authorized dealer for the sales and service of the products used in the Access Control System.
16. The Contractor shall observe all the safety precautions for the safety of the labour and the employees of the Bank 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.
17. 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 anyway connected with carrying out of the work.
18. All the conditions of the contract shall be binding on the Contractor.

19. The Contractor shall comply with all the applicable Acts, Rules, Regulations, requirement of Law (s) for entering into contract and the Bank will not in any way be liable or responsible for any default/irregularities/penalties on the contractors part.

20. 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 Bank 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 fulfill 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.

21. 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.

22. The contractor shall be fully responsible and shall compensate the Bank in the event of any damage to men or material, injury/damage or death as the case may be, caused directly or indirectly due to the negligence of the contractor or his agents and / or his employees or workmen. The decision of the Bank in this regard shall be final and binding.

23. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.

24. Any act of indiscipline / misconduct/ theft/ pilferage on the part of any employee engaged by the contractor resulting in any loss to the bank in kind or cash will be viewed seriously and the Bank will have the right to levy damages or fine and / or even terminate the contract forthwith.

25. In case of any default or failure on your part to comply with all/ any one of the terms/ conditions, the bank 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 you and/or by taking recourse to appropriate recovery proceedings.

26. 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, and this decision shall be final and binding.

27. 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.

28. On site, lockable storage space will be given as per availability, the security of which will be the responsibility of the contractor's. The Bank 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.

29. The contractor shall not directly or indirectly transfer, assign or sublet the contract or any part of it.

30. The payment against the bill will be made in due course after satisfactory completion of the work

31. The intending tenderers shall pay an Earnest money Deposit of Rs 40000/- by a Demand Draft drawn on a Scheduled Bank which amount will be credited into the office of National Bank for Agriculture and Rural Development. The Earnest Money Deposit will be returned to the tenderer if his tender is not accepted, but without any interest.

32. The Earnest Money Deposit of Rs 40000/- paid by the successful tenderers shall be held by the National Bank For Agriculture and Rural Development as partial deposit for the execution and fulfillment of the contract.No interest shall be paid on the said deposit.

33.The Earnest Money Deposit of the successful tenderer will be adjusted against the retention money kept by the Bank.

34. 10% of the quoted amount will be kept as retention money and will be returned to the Party at the end of the warranty period. The warranty period will be a minimum of one year from the date of handing over the system to the Bank.

35. The Access Control System after successful commissioning and testing will be duly handed over to the Bank after which the work completion certificate will be issued.

36. The Bank reserves the right to check the progress of the work and adherence to the technical specifications etc. any time during the installation phase.

37. The Party will obtain all necessary statutory approvals from the designated/approved authorities as may be required for the completion of the work.

38. The agreement may be terminated by the Bank in case the Party does not adhere to the terms of contract..

SPECIAL TERMS AND CONDITIONS

- 1) 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 Chief General Manager refers to Chief General Manager Incharge of the General Administration Department
- 2) "The Party" refers to the Party who has been awarded the contract for the Supply, Installation, Commissioning and Maintenance of the Access Control System at the Head Office of NABARD at Bandra- Kurla Complex, Mumbai.
- 3) All payments by the Bank under this contract will be made only at Mumbai.
- 4) All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Mumbai and Courts in Mumbai only shall have jurisdiction to determine the same.
- 5) That the several parts of this Contract have been read by the Party and fully understood by him/them.

Scope of Work

To install the Access Control System (ACS) at our Head Office at Bandra- Kurla Complex. The ACS will provide for controlled access to the Bank's premises using proximity card readers, Tripod Turnstile and related software. This system will also use Time Attendance software and will be linked with the printers and servers to be provided by the Party. The printers and servers will be placed in the Protocol and Security Section.. The work will entail providing necessary hardware, software, signal and power cabling, providing PC and printer and all allied civil, electrical and carpentry work. The access will be controlled by providing Tripod Turnstiles at the entrance to the 'B' & 'D' Wings at the Ground Floor, at the staircase leading out from the Assistant Caretaker Office and at the Basement near the pathway to the Basement Lift and staircase.

Annual Maintenance Contract for five years after the defect liability period will also be provided by the Party.

The exact location and other details can be ascertained by visiting the site. Other details are given in the Bill of Quantities.

Place : Mumbai

Date :

The Chief General Manager
General Administration Department
National Bank for Agriculture
and Rural Development
Plot No. C-24, 'G' - Block
Bandra -Kurla Complex
Bandra (East)
Mumbai - 400 051

Dear Sir

**Supply, Installation, Commissioning and Maintenance of Access Control System
at Head Office of NABARD at Bandra - Kurla Complex**

Having examined the General conditions/Instructions to the contractors, Scope of work, Special terms and conditions, Bill of Quantities, Technical specifications relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the quotation/tender, I/We hereby offer to execute the work specified in the memorandum in accordance with the rates mentioned in the attached schedule in all respects with the specification and instructions in writing and with such materials as are provided for in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

Description of work	:	Supply, Installation, Commissioning and Maintenance of Access Control System at <u>Head Office of NABARD at Bandra- Kurla Complex</u>
Contract period	:	45 days from the receipt of the offer for the Supply, Installation and Commissioning and 5 years after the warranty period for maintenance of the System.

2. Should this quotation be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of the Contract Agreement annexed thereto so far as they may be applicable.

3. Earnest Money Deposit : Rs 40000/-

4. I/we have deposited a sum of Rs 40000/- as Earnest Money Deposit with 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 sum shall be forfeited by me/us to National Bank for Agriculture and Rural Development.

5. Our Bankers are :-

i. _____

ii. _____

6. Address of the Firm : _____

Tel. No: _____
Fax : _____
Mobile No. : _____
E- Mail : _____

7. The names of the Partners of our Firm are

i) _____

ii) _____

iii) _____

8. Name of the partner of the Firm authorized to sign

i) _____

ii) _____

9. Sales Tax No.

10. PAN No.

11. Name of the persons with
power of Attorney to sign the
contract

i)

ii)

Yours faithfully

(Signature and seal of the Party)

Technical specifications of the Tripod Turnstile

Make	Sivanand
Power Supply	230V AC Mains Single phase @50 Hz
Back Up Battery	12V DC, 7 AH ,Rechargeable , Maint Free
Power Consumption	12 V DC,375 mA max.
Dimension of case work	985 X 230 X 1069 mm approx.
Walk way	380/500+ 50 mm
Material of case work	Stainless Steel
Duty cycle	100% Continuous
Holding Force	200 Kg
Material of Tripod arm	Stainless Steel (Hot Galvanised)
Opening time	From 2 to 10 seconds
Outputs	LED red when locked, green when open, Lock status Sensor (NO/NC)
Internal components	Rust free alloy of high strength
Protection level	IP 54
Integration	Two PFC required (Entry and Exit)
Locking mechanism	Solenoid
Intelligence	Real Time
Safety/Emergency	Motorised type mechanism with Drop arm facility

Technical Specifications for Door Controller --- CE and UL approved

Power Supply	230V AC Mains Single phase @50 Hz
Back Up Battery	12V DC, 7 AH ,Rechargeable , Maint Free
No. of door relays	1
Card reader interface	2(1 Each for Entry and Exit)
Card capacity	2000 or greater
Event buffer memory	10000 events per door or greater
PIN	4 digit - Unique for each card
Holiday Scheduler	30 or more holiday per year
Inputs and outputs	Door release switch input
Door position	Sensor input
Programmable inputs	8 or more
Programmable outputs	2 or more
Input type	2(Trigger, Log)
Output Type	3 (Momentary, continuous, Timed)
Input Supervision	Normal
Day Scheduler	8(1 for each day of the week and 1 for holidays)
Timers	64 (each with 8 or more transitions)
Time Zones	64 (each with 2 ON periods & 2 OFF periods)
Security levels	3
Card Validity	Definable by date and time

Trigger	50 or more user definable sequences
Card Types	5 Normal user Super user Visitor Contractor Maintenance
Card Attributes	4 Valid/Void Trace Custodian Escort
Door Attributes	07 Card only Lock (Excluding super user) Timed anti-pass back Logical anti-pass back Custodian request Escort request Maintenance mode

Technical Specifications for Proximity Card reader

Environment	Shall be suitable for Outdoor/Indoor applications with fully potted electronics
Read Range	6.25 cm
Audio indication	Beep on valid card read
Visual indication	Red LED- to indicate power ON, shall turn Green on Valid card read

Technical Specifications for Server and Client Terminal -PC Server

Processor	Intel Pentium IV
Clock speed	3 GHz
RAM	2 GB
Hard Disk	80 GB or greater
CD ROM	48 x or greater
Key board	standard 101 key
Mouse	2 button scrolling optical mouse
LCD Monitor	17" TFT
Network	10/100 MBPS Ethernet card
OS	Windows XP with SP2/2000 Professional/server
Database	Any database as supported by the application.

Client

Processor	Intel Pentium IV
Clock Speed	1.3 Ghz
RAM	1 GB

Hard Disk	80 GB or greater
CD ROM	48x or greater
Key board	Standard 101 keys
Mouse	2 button scrolling optical mouse
LCD Monitor	17" TFT
Network	10/100 MBPS Ethernet card
Operating System	Windows XP with SP2

Printer

A 4 Laser Printer
Resolution 1200/1200 Dpi
Print speed -- 21 pages per minute
Memory -- 16 MB
Duty cycle -- 10000 pages per month
Duplex printing
ESQ
Input tray -- 250 sheets
Connectivity -- USB and Parallel

In addition to the above hardware and software, you will supply any other hardware/software which are needed for running the application.

Application Software

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 functions	Full set up & programming of all door controller
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)
a) Archival	Daily automatic archival based on defined time. All archived data to be held in monthly folders.
b) 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.
c) Door Control	Each door individually or all door simultaneously may be locked /unlocked or normalized from the PC

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.

7. The Party will abide with all the Terms and Conditions specified in the General conditions/instructions to the contractors.

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

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

10. 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 the presence of (i) _____
(ii) _____

Signed and Delivered by Shri

In the presence of (i) _____
ii) _____
Place : _____
Date : _____

Part II

Bill of Quantities:

<u>Ser No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit rate</u>	<u>Total Amount (in Rs)</u>
1	Proximity card reader for Entry	10		
2	Proximity card reader for Exit	10		
3	8 Reader Door controller	2		
4	2 Reader Door controller	2		
5	PC link software			
6	Time attendance software			
7	Proximity cards	1700		
8	RSC-232 converter	1		
9	Proximity card printer	1		
10	Tripod Turnstile	10		
11	PC (server and client)	2		
12	Printer	1		
13	Entire wiring work for power and signaling cabling to be laid on existing floor/wall/over false ceiling	Lump sum		
14	Comprehensive Annual Maintenance Contract for 5 years from the date of expiry of the warranty period.The amount will be payable in advance half-yearly.	Rate per year		

Grand Total amount in words = Rupees _____

Signature with seal of the Party

Details of various items to be submitted by the Parties along with the Tender

1. Server type/model and PC configuration
2. Hardware details of proximity switches/sensors, its make, other compatibility features and software details.
3. Make and type of the cables for signal and power wiring, method of its laying on the floor/wall/ceiling etc.
4. Dimension details of the Tripod Turnstile arms/case works, materials used etc.
5. List of other items which are covered for work completion but not indicated as separate BOQ item.

Signature with seal of the Party.