



ऑयल इंडिया लिमिटेड

(भारत सरकार का उपक्रम)

Oil India Limited

(A Govt. of India Enterprise)

CORRIGENDUM

The scheduled Bid Closing Date and Time of Tender No. LCP2606P12 dated 08.07.2011, for **Supply and Installation of Security Access Control System in OIL's Office Building at Sector 16A, Noida**, is hereby extended till **14:30 Hrs. (IST) of 26th August 2011**. For details, please login to www.oil-india.com.

size 8x4 cm



ऑयल इंडिया लिमिटेड

(भारत सरकार का उपक्रम)

Oil India Limited

(A Govt. of India Enterprise)

शुद्धि-पत्र

निविदा सं एलसीपी2606पी12 दिनांक 08.07.2011 जो ऑयल कार्यालय भवन, सेक्टर 16ए, नौएडा मे सिक्योरिटी एक्सेस कन्ट्रोल सिस्टम की सप्लाई एवं इन्सटॉलेशन हेतु है कि निविदा बन्द होने की तिथि एवं समय को 26 अगस्त 2011 को 14.30 बजे (भामास) तक बढ़ाया जा रहा है। विस्तृत जानकारी के हेतु कृप्या www.oil-india.com पर लॉग-आन

size 8x4 cm

**CORRIGENDUM NO. 1 DATED 18.08.2011 TO TENDER NO. LCP2606P12
FOR SECURITY ACCESS CONTROL & VISITORS MANAGEMENT
SYSTEM AT OIL HOUSE, PLOT NO. 19, SECTOR-16A, NOIDA**

Dear Sirs,

1.0 The bid closing/opening date of the above tender is hereby extended and the revised date and time are as under:

Bid Closing on : 26.08.2011 at 14:30 hrs. (IST)
Technical Bid Opening on: 26.08.2011 at 14:45 hrs. (IST)

Accordingly, the Sale Date of tender document is extended till 25.08.2011.

2.0 Additionally following changes are made in the tender:

- a) "Scope of Work and Detailed Specifications" vide Annexure-I of the Tender Document dated 08.07.2011 is hereby replaced by Annexure-I of this Corrigendum to incorporate a few additional technical specifications.
- b) "Schedule of Rates" vide Annexure-IIA of the Tender Document dated 08.07.2011 is hereby replaced by Annexure-IIA of this Corrigendum to incorporate the estimated quantity against item Srl. No. 17 and a Note against item Srl. No. 2 & 7.
- c) Appendix-IV is hereby appended to show the locations of Card Readers and Biometric Access Controls (floor wise).

3.0 Bidders should note that their bids should be valid for minimum 60 days from the revised bid closing date and the bid security (Bank Guarantee) should be valid for one month more than the bid validity. Bids/offers with inadequate bid validity and bid security validity will be rejected.

4.0 All other terms and conditions of the tender shall remain unchanged. Bidders are requested to submit their most competitive bids under "Two Bid" system within the revised bid closing date and time.

Thanking you.

Yours faithfully,
OIL INDIA LIMITED

(Prasanta Das)
Chief Manager (Materials)
For Sr. Advisor (C & P)
For Chairman and Managing Director

SCOPE OF WORK & DETAILED SPECIFICATIONS

- 1.1. The requirement under this tender is for supply, installation & commissioning of **Security Access System** comprising of Access-Control system, visitor's management System and Attendance monitoring system at OIL's Corporate Office at Plot- 19, Sector-16A, NOIDA which is a six storied building with a basement.
- 1.2. The entire job of supply, installation & commissioning of Access-Control system, Visitor's Management System and Attendance monitoring system will be done on a turnkey basis and handed over to OIL.
- 1.3. The vendor or the System Integrator who will carry out the job should be ISO certified agency. Documentary evidence to this effect must be submitted along with technical bid.
- 1.4. To ensure the quality & the robust makes, the OEMs of the security access system for Controllers & Readers must be certified by global agencies like UL or CSA or ETL. Documentary evidence to this effect must be submitted along with technical bid.

A. Scope of Work:

1.1 Access Control system :

- 1.1.1 It is proposed to provide an electronic access control system (Proximity type of smart card with Biometric (thumb/finger impression) based system) to ensure that only authorised persons are allowed to enter the building as may be designated by OIL from time to time at their respective/ authorised time which shall be programmable dynamically for various cards and for different time zones.
- 1.1.2 For this purpose, it is proposed to use Proximity type of Smart Cards with features of biometric (thumb impressions) based access control. It is proposed to have control for entry only. A bypass switch should be provided for exit.
- 1.1.3 The proposed system must be integrated with the existing Building Management System (BMS). In case of fire alarm activated by BMS alarm activated by BMS all access controls should be disabled.
- 1.1.4 Atrium: The atrium at the ground floor at present does not have any access control. The vendor is required to install two (02) nos. of flap barriers at ground floor in atrium area to restrict the entry through stairs and lift (as shown in the diagram).
- 1.1.5 Each flap barrier should have biometric readers and card readers (configured in OR connection) to enable the user to use either of them in operating the flap barrier while entering or exiting from the stairs/lifts.
- 1.1.6 One Flap Barrier out of the two must be wide enough for a wheel-chair to pass through.
- 1.1.7 Individual Floors and Basement: The vendor is required to install access control/Biometric at each floor as described in Appendix -IV (enclosed).
- 1.1.8 The proposed system should make use of the existing locks to the maximum extent possible.
- 1.1.9 The Biometric Access Control system may have Card Access Control in-built.

- 1.1.10 The access control at the 4th floor will be both through biometric and card reader with Proximity type of Smart Cards with features of biometric (finger impressions) based access control (configured in OR connection to enable the user to use either of them in operating the door).
- 1.1.11 The vendor has to supply necessary controllers, cables, connectors, conduits etc to make the project functional.
- 1.1.12 All civil jobs related to laying of cables, fixing of flap barriers, readers and locks etc will be vendor's responsibility.
- 1.1.13 For the entry to the rooms on different floors, doors are proposed to have electromagnetic lock/strike controlled by card reader and controller.
- 1.1.14 The card reader should be capable to read the card from atleast a distance of 5 cm. The system should be capable of transferring the data to the computer provided for the purpose.
- 1.1.15 In case of power or communication failure, the reader/controller should be able to function independently and upon restoration of power should get transferred to the computer memory.
- 1.1.16 The Battery back-up provided shall be for 8 hours and should support operation of lock/strike . Further the battery provided shall be chargeable type and the charger is included in the scope of the work.
- 1.1.17 Besides the usual features of the access control software such as keeping a record of entry, exit, time of entry/exit, the software shall have the following features also:
- (a) Brief bio-data of individual, such as blood group, date of birth, identification marks, department, grade etc. in the system.
 - (b) Raising audio/visual alarm in case of
 - (i) Presenting invalid cards;
 - (ii) Keeping the entry door forcibly open beyond specified and preprogrammed time;
 - (iii) Failure of any card reader ;
 - (iv) Failure of door operating mechanism to respond ;
- 1.1.18 System/Equipment requirements The system shall be scalable and shall permit expansion of both the capacity and functionality through the addition of controllers, card readers etc.
- 1.1.19 The system shall incorporate the necessary hardware/software comprising broadly of proximity type of smart cards, Bio-metric cum smart card readers , smart card readers, controllers, electromagnetic door lock/strike, PC interface cards etc. to meet the scope and requirements as stated above.
- 1.1.20 Supply of all components required for meeting the intent of the scope of work and specifications, whether or not mentioned separately in the BOQ , is included in the scope of the work.

1.2 Visitor's Management System :

- 1.2.1 A sound Visitor's Management System should be provided. The system should be capable of keeping records of visitors in a database and should be able to query / fetch records pertaining to regular visitors.

- 1.2.2 The visitors may be given pre-programmed access cards (as detailed above) so that their access is limited to the floor where they want to visit. For example a visitor intending to go to first floor should not have access to other floors.
- 1.2.3 The pre-programmed card may have different color ribbons or cards so that it is easily identifiable to security persons for monitoring the movement of the visitors. Color schemes to be finalized in consultation with OIL.
- 1.2.4 The software for Visitor's Management System should be made available on a branded PC/Server with required specification. A heavy duty laser printer may also be provided to carry out the printing jobs, if any.

1.3 Attendance Monitoring System:

- 1.3.1 A sound Attendance Monitoring System should be provided. The system should be capable of keeping records of employees in a database and should be able to query/fetch records to generate reports as required by OIL.
- 1.3.2 Three dedicated biometric readers should be provided in the atrium area as the designated place.
- 1.3.3 All the three biometric readers should work in tandem and transactions captured should be stored in same database in a branded PC/server with required specification. This PC/server should be separate from the one used for Visitors' Management System.

B. Detailed Specifications

1.0 Cards:

- 1.1 The access control cards shall be proximity type of smart cards capable of being read/processed by the reader from a distance of at least 5.0 cm from the card reader.
- 1.2 The vendor shall clearly intimate the basic material of the card along with dimensions and other technical details.
- 1.3 The card shall be stable under different conditions of temperature and humidity and shall be able to withstand rough handling.
- 1.4 Each card shall have uniquely identifiable serial number.
- 1.5 The radiation level, emitted by the card, if any, shall be within the limits and shall confirm to AERD Standards.
- 1.6 The card shall be strong and shall not bend or get damaged during usage or while keeping it in pockets.
- 1.7 The cards shall have sufficient space for printing personal details such as name, designation, department, employee number, Residence address, date of birth, blood group, photo in id card style etc.
- 1.8 The cards offered shall be free from radioactivity, shall be tamper proof, environmentally acceptable and shall not be hazardous to people.
- 1.9 The device for changing the contents of the chip shall also be provided.

- 1.10 The capacity of the smart chip shall be sufficient (minimum 1 KB) to have all the aforesaid personal information besides the following:
 - 1.10.1 A unique number identifiable/readable only by the card reader
 - 1.10.2 Finger print details (minimum two per users)
 - 1.10.3 Personal identification marks etc.
 - 1.10.4 Date of joining OIL's service

2.0 Card Readers:

- 2.1 Bio-metric cum proximity type smart card Reader - the access control at designated entry points shall be provided with the above type of card reader. These shall also be capable of working as enrolment device for registration of new users.
- 2.2 The proposed Access system can be made de – activated in Emergency cases. Output for the same may be taken from existing Fire Panel.
- 2.3 Proximity type smart card Reader - Each of the access control at other entry points shall be provided with the above type of card reader.
- 2.4 In addition to the card reader, one exit bypass switch shall also be provided.
- 2.5 The above card readers shall be vandal resistant, temper proof and shall be capable of accepting and reading the card from a distance of at least 10 cm.
- 2.6 The performance of the card reader shall be stable even in adverse operating conditions of temperature, humidity, dust etc.
- 2.7 Accumulation of dust or moisture on the reader or card shall not affect code reading.
- 2.8 They shall communicate with the controller/computer as the case may be and as required for the system operation and shall be compatible with controller / computer.
- 2.9 The card readers shall be mounted on one side of the access doors for entry.
- 2.10 The card readers shall draw power from the controller.
- 2.11 Certification of Card Readers should be as per Clause 1.4.

3.0 Controller:

- 3.1 The system quoted/offered may have an interface (controller) between the card reader and the computer.
- 3.2 If such an interface is not provided then the function of the controller as described below shall also be built in the card reader itself.
- 3.3 The controller shall be compatible with the reader and the computer.
- 3.4 The controller can have connectivity or control over one or more card readers and access control devices.

- 3.5 In case of failure of the computer or failure of communication between the computer and the controller, the controller shall act independently and shall be capable of full and complete functions except for those assigned to the computer.
- 3.6 Accordingly, the capacity of the processor on the Controller shall be sufficient to keep the vital information about all valid cards. Once the computer is brought back into operation or the communication resumes, the processor shall download the details of the transaction on to the computer during such failures.
- 3.7 The Controller, on verification of the cards presented, either grant or deny access as the case may be, by operating the control device such as door lock / strike.
- 3.8 The controller shall have power supply unit with battery back-up to retain the programme and details of transactions in case of power failure for at least 8 hours.
- 3.9 Certification of Controllers should be as per Clause 1.4.

4.0 Lock/Door Strike:

- 4.1 The electromagnetic lock shall be suitable for installation on single/double leaf door with aluminium frame/wooden frame with paneled / glazed shutter or toughened glass.
- 4.2 The lock shall be provided with a manual over-ride key for use in case of failure/emergency.
- 4.3 The lock shall draw power from the controller for its regular operations.

5.0 Cabling:

- 5.1 All the power supply, control and communication cables shall be of the required size and type.
- 5.2 Power and control cables shall be armoured / unarmoured copper conductor cables while the communication data cables shall be of twisted pair copper nylon taped and drained and provided with overall shielding, earth drain and sheath.
- 5.3 The cable shall be laid either in concealed way in embedded pipes/conduits or sleeves as required to suit the site condition.
- 5.4 Vendor has to quote per meter length of cabling & an amount of 1500 meters will be taken for the purpose of calculation. However, the payment would be made as per actual quantity used.

6.0 Training & Support:

- 6.1 To make the system operational, the personal information, access levels etc. of all the users will be furnished by OIL. The contractor shall prepare all the smartcards and enter the information on the system and the cards. Subsequent amendments to these details will be carried out by OIL. However, all necessary help shall be rendered by the contractor.
- 6.2 Vendor to provide one qualified & experienced operator for operating & supporting the Visitors' Management System for a period of one year. The services will be required during normal working hours (9am to 5 pm & six days a week).
- 6.3 The vendor will provide training to OIL's identified staff for operations of the system.

7.0 Attendance Monitoring System :

- 7.1 Three Biometric Scanners/readers. The reader should have following features :-
 - 7.1.1 False Acceptance Rate (FAR) <.01%
 - 7.1.2 False Rejection Rate (FRR) <.01%
 - 7.1.3 Operating temperature: 5° C to 55° C
 - 7.1.4 Template storage capacity >+7000 nos.
 - 7.1.5 Verification time < 1 sec
 - 7.1.6 Fingerprint identification speed: 3000 match in 1 second.,
 - 7.1.7 USB Memory slot/ Ethernet connectivity.
 - 7.1.8 Scanner should be optical with 500 dpi resolution.
- 7.2 Cables and connectors with installation
- 7.3 Soft-Ware with following features:-
 - 7.3.1 Creation of data base and PIN for each employee (apx.400).
 - 7.3.2 Generation of reports periodically, (weekly, fortnightly or monthly) employee code wise.
 - 7.3.3 Connectivity with server hosting the data base and the software.
 - 7.3.4 Backup option.
 - 7.3.5 Software is to be customized as per our requirement to include other features like leave management.

8.0 Retractable Flap Barrier:

- 8.1 SS stainless steel casings (grade 304) with drive mechanism,
- 8.2 Micro processor based control panel and optical sensors.
- 8.3 Opening time: 0.5 seconds.
- 8.4 Drive systems incorporate highly reliable torque controlled DC Servo motor.
- 8.5 Passage clearance minimum 500 mm for one (Narrow).
- 8.6 Passage clearance minimum 900 mm for other (suitable for passing through a wheel chair) (Wide).
- 8.7 High throughput.
- 8.8 Optical beams for safety movements.
- 8.9 Mode for anti tail gating
- 8.10 Entry & exit should be controlled by biometric cum proximity card reader (in OR configuration).
- 8.11 Should have Lane indicators
- 8.12 Duty cycle – 100%
- 8.13 with IP32 Ingress protection
- 8.14 Material of the flaps should be polyurethane
- 8.15 The retracting flaps should be telescopic (for wider flap barrier)
- 8.16 Should have audio/visual alarm for forceful entry

9.0 Hardware and Software :

- 9.1 The branded Computer of reputed make like Dell /Wipro /Accer/ IBM/ HP/ HCL for the access control software shall be provided by vendor. The same computer may host the soft ware for Attendance Monitoring System also. The application software shall be supplied with the license in the name of OIL. The controllers and card readers shall be supplied with relevant software embedded.
- 9.2 The separate branded Computer of reputed make like Dell / Wipro / Accer / IBM /HP /HCL for the Visitor's Management System software shall be provided by vendor. The software shall be supplied with the license in the name of OIL.

General Notes for Bidders:

(Bidders should confirm each & every point clearly. Deviations, if any, should be highlighted in the quotation.)

1.0 Bidder should indicate the name of manufacturer of offered product.

1.1 Materials shall be brand new, unused & of prime quality.

2.0 Delivery, Installation and Commissioning:

- i) Delivery, installation, configuration and commissioning at OIL House, Plot # 19, Sector-16A, NOIDA to be completed within 30 days from the date of receipt of the order. Mobilization period is 6 (six) days from the date of receipt of the order.
- ii) The successful bidder shall install the system(s) as per the approved design and detailed discussions held with OIL team.
- iii) On successful completion of the Installation and proper tuning of the system(s), supplier shall submit the installation report along with system(s) configuration report, results of diagnostic tests run etc. to OIL.

2.1 Installation/ Commissioning charges must be quoted separately on lumpsum basis which shall be considered for evaluation of the offers. Total Nos. of days required for commissioning shall also be clearly indicated by the bidders.

3.0 Warranty:

The hardware/ software supplied as part of this tender shall be covered under onsite warranty for a period of 1 (one) year from the date of successful installation and commissioning of the system.

4.0 Comprehensive Annual Maintenance Contract:

OIL reserves the right to enter into an Annual Maintenance Contract with the successful bidder after the warranty period on its sole discretion for a period of 2 (two) years on yearly renew basis as per the requirement.

4.1 Vendor shall quote for comprehensive annual maintenance service contract (CAMC) for the system offered by him for a period of 2 years after completion of warranty period separately on lump sum basis which shall be considered for evaluation of the offers. Any parts / components , whatsoever needs replacement during the above mentioned period shall be provided and installed by vendor without extra cost.

4.2 Periodical checking for all equipments operation and diagnosis, routine checking and cleaning, preventive maintenance/overhauling as required for smooth and trouble free operation of package shall be carried out by the contractor in consultation with the Company.

4.3 In case of AMC the Contractor has to furnish a performance guarantee of amount equivalent to 7.5% of 1 (one) year AMC value and valid for a period of 6 (six) months beyond the AMC period within 30 days from the date of receipt of the notification of award for AMC.

5.0 **Payment Terms:**

- 5.1 80% after receipt of material at site.
- 5.2 20% after testing, commissioning and handing over the system to OIL.
- 5.3 Payment against AMC shall be made quarterly after completion of each quarter.

6.0 **Liquidated Damages / Penalty Terms:**

- 6.1 Failure to deliver, install, configure, commission and implement within 30 days from the date of receipt of order will attract liquidated damages @ 0.5% of the total value of the order for delay of every week or part thereof, subject to a maximum of 7.5% of the total order value.
 - 6.2 For AMC : Failure to repair / replace the defective parts or rectify the fault under contract within 24 hours from the time of reporting will attract penalty @ Rs.500/- per day subject to a maximum of 7.5% (seven point five) of the total evaluated value of the contract for the 1st year.
- 7.0 If any of the Clauses mentioned in this Annexure contradict the Clauses of GENERAL TERMS AND CONDITIONS FOR INDIGENOUS TENDER, those in this Annexure shall prevail.

Schedule of Rates

Sl. No	Item Description	Quantity	Unit Rate (Rs)	Total (Rs.)
1	Four reader control panel with PS cabinet power supply with on board IP, remote, telnet & web browser interface.	11 Nos.		
2	Biometric Access Control unit with power supply	8 Nos.*		
3	Smart Proximity Card (with ID card capacities)	400 Nos.		
4	Card Holder Extender – The retractable card holder extender features a durable metal case with 80cm pull cord and clip for attaching ID Badge Holders or light keys.	400 Nos.		
5	Lanyard - High quality different colours ID card lanyard with metal swivel dog clip and safety quick release. 1cm wide x 85cm long.	400 Nos.		
6	Exit Buttons	33 Nos.		
7	Proximity type smart card reader	33 Nos.*		
8	Access Control Systems, supports basic time & attendance single shift, absentee, late, early, OT reporting compatible with supplied hardware (data base - MS SQL) single user desktop application.	1 No.		
9	Attendance management system, single user, supports multiple shift, leave management & muster reports - single desktop application (data base - MSDE(SQL).	1 No.		
10	Electromagnetic lock (Existing locks to be utilised)	10 Nos.		
11	Finger Enrolment Reader with enrolment & terminal management software with smart card writer	1 No.		
12	Biometric Scanners/readers for 500 Users (1:N) - 2 templates each user with inbuilt smart card reader for attendance monitoring system	3 Nos.		
13	Retractable Flap Barrier Passage clearance minimum 900 mm.	1 No.		
14	Retractable Flap Barrier passage clearance minimum 500mm.	1 No.		
15	Visitor's Management System software package	1 No.		
16	Branded (Dell /HP / Wipro / Accer / IBM/ HCL) PC /Server with C2D processor (2.9 GHz min) minimum of 250GB HDD, DVD writer, 4GB RAM, 19" TFT Monitor, Keyboard, Optical Mouse with licensed windows software with heavy duty laser printer.	2 Nos.		
17	Cabling integration include Supply with proper conduiting for entire building for access control.	1500 m		
18	Hardware and Software Integration charges for above Access control & attendance systems.	1 AU		
19	Charges for providing Operator for one year	Lumpsum		
20	Training charges, if any	Lumpsum		
Total				
Taxes , if any				
Total including taxes (A)				
Annual Maintenance Charges –For 1 st year				
For 2 nd year				
Total Annual Maintenance charge for 2 years				
Taxes , if any				
Total Annual Maintenance charge for 2 years including taxes (B)				
Grand Total including AMC for 2 years C = (A + B)				

- Please specifically mention all taxes, statutory levies, etc. otherwise the rates will be considered as all inclusive rates.
- Your rates should be for F.O.R. OIL House, Plot -19, Sector – 16A, NOIDA. No extra transportation cost, insurance, out of pocket expenses, etc. will be paid.
- Comparison of bids will be done on the basis of "Grand Total Value including AMC for 2 years (C = A + B)".
- * If Biometric Access Control unit (Srl. No. 2) has in-built Card Reader which can be configured in OR connection, then quantity of Proximity Smart Card Reader (Srl. No. 8) should be considered as 25 nos.

Floor wise Location for Card Readers & Biometric Access Controls						
Sl. No.	Floor	Wing	Door	Card Reader	BioMetric	
1	Basement		EPABX Door	1	-	
2			Staires Door	1	-	
3	Ground Floor	BD	Main Gate	1	-	
4			Second Gate	1	-	
5			Conference Room	1	-	
6		CS	Main Gate	1	-	
7			File Room	1	-	
8		Reception	Flap Barriers (2 Nos.)	2	2	
9			Auditorium Service Entry	1		
10		First Floor	Finance	Main Gate	1	-
11				Second Gate	1	-
12	C&P & Tech.		Main Gate	1	-	
13			Second Gate	1	-	
14	Second Floor	Admin	Main Gate	1	-	
15			Second Gate	1	-	
16		E&D	Main Gate	1	-	
17			Second Gate	1	-	
18		C-Wing	Main Gate	1	-	
19			Service Lift Entry	1	-	
20	Third floor	VIG & HINDI	Vig Gate	1	-	
21			Hindi Gate	1	-	
22		Peak Center	Main Gate	1	-	
23			Second Gate	1	-	
24			Workstation Gate	1	1	
25		C-Wing	DR Gate	1	-	
26	Fourth Floor	A-Wing	A-Wing Entry Gate	1	1	
27		B-Wing	B-Wing Entry Gate	1	1	
28		C-Wing	C-Wing Entry Gate	1	1	
29			Service Lift Entry	1	-	
30		Staires Gate	1	-		
31	Fifth Floor	A-Wing	A wing Entry Gate	1	1	
32		B-Wing	B Wing Entry Gate	1	1	
Total (excluding attendance system)				33	8	
For attendance monitoring system 3 Bio-Metric scanners are separately required as mention in Annexure -IIA						