Balmer Lawrie & Co Ltd
(A Government of India Enterprise)
Administration Department
21, Netaji Subhas Road
Kolkata - 700 001

Design, Supply, Installation-Testing-Commissioning of Access Control System

At

Balmer Lawrie & Co Ltd
21 Netaji Subhas Road, Kolkata 700001

Tender No. : BL/HR/ADM/REACS/LT/201920/0025 dated 27-11-2019

Due Date: 09th December 2019 up to 06.00PM

PART - I (UNPRICED
PART)

LIST OF CONTENT:

UN-PRICED   PART   (PART   I)

NOTICE   INVITING   TENDER

CONDITION   OF   CONTRACT

TECHNICAL SPECIFICATION

PRICED PART (PART II)

SCHEDULE OF WORK

NOTICE INVITING TENDER
Tender No. BL/HR/ADM/REACS/LT/201920/0025 dated 27-11-2019

M/S BALMER LAWRIE & Co LTD invites <u>Online Bid</u> from (registered only) competent, experienced and resourceful access control system execution agencies only for **Design, Supply, Installation-Testing-Commissioning of Access Control, System at Balmer Lawrie & Co. Ltd at 21 Netaji Subhas Road, Kolkata – 700001.**

SCOPE OF WORK
The scope of the contract shall comprise of Design, Supply, Installation-Testing- Commissioning of access control along with visitor management and attendance system at Balmer Lawrie Corporate Head Office, 21 Netaji Subhas Road, Kol- 01.

Disposal: All waste items need to be taken away from site within 07 days of its dismantling with prior information to Balmer Lawrie with the complete list of such items.

SITE VISIT
The intending bidders must visit the work-site at 21 Netaji Subhas Road, Kolkata-700001 for assessing the scope of the work and familiarize themselves thoroughly with the site conditions before submitting theiroffer.

COMPLETION TIME
Time is essence of the contract. Time schedule for the total work is (6) months from the date of placement of Work Order or, handing over of site, whichever is later.

TENDER DOCUMENTS
Tender Documents comprises two parts viz. Part-I (un-priced) and Part-II (priced). The Un- priced Part consists of Notice Inviting Tender, Conditions of Contract, Technical Specification. The Priced Part consists of Priced Schedule. The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender document and seek clarification if in doubt from the Tender Inviting Authority. Any clause defining offline bid submission in the tender document shall not be considered. For any clarifications please contact **Sri Dilip Kumar Das, Head (Administration & CSR),** Email das.dk@balmerlawrie.com, and ph no. 033-22225401.

The bidder has to keep track of any changes by viewing addendum / corrigendum issued bythe tender inviting authority on time – to – time basis in the e-procurement platform. TheCompany calling for tenders shall not be responsible for any claims/ problems arising out ofthis.

TENDER SUBMISSION

Price Bid to be submitted by online mode through https://balmerlawrie.eproc.in. *Tenderer are requested to register on that site through their digital certificate (sign in & encryption both required).* After submission of bid online, the bidders are requested to submit the originals of DD/BG towards EMD, Tender Fee to the tender inviting authority before opening of un-priced bid and other uploaded documents at the time of concluding agreement. The bidder shall invariably furnish the original DD/BG to the tender inviting authority before opening of un-priced bid either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. The Company shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/ fabricated/ bogus, the bidder is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution.

The bidder is requested to get confirmed acknowledgement from the tender inviting authority as a proof of hardcopies submission to avoid any discrepancy. The bidder has to attach the required documents after downloading the same as required by the tender inviting authority in its tender conditions.

Bidders found defaulting in submission of hardcopies of original DD/BG for EMD and Tender Fee to the tender inviting authority on or before the tender stipulated time for un-priced bid opening and other uploaded documents before concluding the agreement will be suspended/ disqualified from the participating in tenders on e-procurement platform, for a period of 12 months from the date of bid submission.

The bidder should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. Balmer Lawrie & Co Ltd and **C1 India** (service provider) are not responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the tender inviting authority for processing.

Contact Person	Email	Contact Number	Days
Tirtha Das (Kolkata)	tirtha.das@c1india.com	+91-9163254290	Monday - Friday
CH. Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159	Monday - Saturday
UjwalaShimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-022-66865608	Monday - Friday
Helpdesk Support (Kolkata)	-	+91-8017272644	Monday - Saturday
Escalation – 1 Tuhin Ghosh (Kolkata)	tuhin.ghosh@c1india.com	+91-8981165071	Monday - Friday

Bidders are requested to submit the EMD and Tender fees (as applicable) on or before the stipulated time frame i. e. up to 9th Dec 2019, 6.00 Pm. Other than the same, no need to submit any hardcopies in manual mode. Whatever documents is required for this tender, to be uploaded through e portal only.

EARNEST MONEY DEPOSIT

Un-priced Part should be accompanied by a Bank Draft or Bank Guarantee of **Rs. 10000.00** (Rupees ten thousand only) towards earnest money deposit executed by any scheduled bank drawn in favour of **M/s Balmer Lawrie & Co Ltd** payable at **Kolkata** as per format enclosed. No interest to be paid onEMD.

Public Sector Enterprises and Small-Scale Units registered with National Small-Scale Industries are exempted from payment of Earnest Money Deposit and Tender Fee. Bidder to submit necessary document (copy of Certificate of Registration from NSIC, SSI, SME) to claim waiver of Tender Fee & Earnest Money Deposit.

SUPPLY OF MATERIAL

The contractor shall supply all materials required for the work, along with all relevant tools, tackles, lifting equipment i. e. cranes to be arranged at his own cost.

TAXES & DUTIES

Rates quoted shall be exclusive of GST & duties, which will be extra as applicable.

NON-CONFORMANCE

Tenders not conforming to the above-mentioned requirements are liable to be rejected.

VALIDITY OF OFFER

Tenders shall keep their offer valid for a period of **120 Days** from the date of opening of Technical bid.

RIGHT OF ACCEPTANCE / REJECTION

M/s Balmer Lawrie & Co Ltd reserves the right to accept or reject any tender either in part or in full without assigning any reason whatsoever.

Please acknowledge receipt and confirm your participation in this tender. Thanking you,

Yours faithfully,
For **BALMER LAWRIE & CO. LTD.**

(DILIP KUMAR DAS)
HEAD (ADMINISTRATION/CSR)

CONDITIONS OF CONTRACT

DEFINITIONS

The following expressions hereunder and elsewhere in the contract documents used shall have the following meanings respectively assigned to them namely,

The "Owner/Client" shall mean M/s **Balmer Lawrie & Co. Ltd**; a company incorporated in India and having its Registered Office at 21, Netaji Subhas Road, Kolkata - 700 001, and shall include its successors andassigns.

The 'Project' shall mean "Design, Supply, Installation-Testing-Commissioning of access control system along with visitor management & attendance system of Balmer Lawrie Corporate HO at 21 NS Road, Kolkata -700001".

The 'Engineer-In-Charge'/'Engineer' shall mean the Engineer /Officer authorized by the 'Owner' for the purpose of the contract for overall Supervision and Co-ordination of site activity and certification ofbilling.

DETAILS OF HARD COPIES TO BE UPLOADED ALONG WITH THE TENDER DOCUMENTS

The tender, as submitted, shall consist of the following:

(a)   Un-priced Tender Document duly filled in and signed by the Tenderer as prescribed in different clauses of Tender documents. <u>Price bid format shall require to be downloaded. Quoted Price to be filled in the hard copy by the bidder with stamp and signature in each page, scan and upload the same. No hard copy of price bid shall besubmitted.</u>

(b)   Power of Attorney or other proof of authority (or a copy duly attested by a Gazetted Officer) of the person who has signed thetender.

(c)   Work Order copies (minimum two) executed the similar job in nature.

(d)   EMD

(e)   Authorisation letter or Manufacturer fitness certificate (MFC) from any of the access control equipment/module/network, OEM/Manufacturer like M/s BOSCH or M/s HONEYWELL or M/s TYCO or M/s SIEMENS or M/s MATRIX.

(f)   Principal OEM must have overall portfolio of Fire, CCTV, and AccessControl Integrated portfolio as Security contribution. (Document for the same will be provided)

(g)   Principal OEM must have customer support manpower presence in Kolkata along with 24*7 toll free number assistance to facilitate any L3 support. (Document of the same will beprovided).

(h)   Principal OEM must be financially sound and must have turnover of who having turn over more than 100 crores for last FY (evidence to be attached like balance sheet, AGM copy or equiv.), towards credibility of thebidder.

RATES AND OTHERENTRIES

(a)   The tenderer should quote for all items in the Schedule of Work. The rate should be expressed in English both in figures and words. Where discrepancy exists between the two, the rates expressed in words will prevail. Similarly, if there is any discrepancy between unit rate and total amount, the unit rate will prevail.

The rates should be quoted in the same units as mentioned in the tender schedule of quantities.

(b)   All entries in the tender documents should be in ink / type. Corrections if any should be attested by

full signature of thetenderer.

(c) Every page of the tender document including annexure / enclosures shall be stamped and signed by the tenderer or his authorised representative thereby indicating that each and every page has been read and the points noted.

4.0 RIGHT TO ACCEPT OR REJECTTENDER

The Owner reserves the right to accept or reject any or every tender without assigning any reason whatsoever / or to negotiate with the tenderer(s) in the manner the Owner considers suitable. The work may be split up if considered expedient. It may please be noted that bids of any tender may be rejected if a conflict of interest between the bidder and the Company/ its employees is detected at anystage.

OWNERSCOPE
1. Electrical Power required for the work shall be provided by the owner at free ofcost.
2. System OS: Windows 8.1/ Windows10
3. Minimum free space: 2 GB orhigher.
4. Antivirus: installation user privilege to add lobby works and its component servicesin exception list ofantivirus.
5. All ports for the host machines to be opened and allowed through firewall.

6.0 TRAINING
Contractor should provide necessary training of Operation & maintenance of the proposedjobto Balmer Lawrie representatives after handing over the project at free of cost, as required by theclient.

7.0 SUPPLY OFMATERIAL
All materials required for the work shall be supplied by the contractor. In addition, all materials required for temporary and enabling work shall be arranged and provided by the Contractor. All incidental expenses, loading, unloading, transportation, handling, storage after delivery etc. shall be the responsibility of the contractor and cost towards such expenses should be included in the finished item rates.

All other materials, as required to complete the works in all respects according to the contract rates shall be inclusive of all freights, sales tax, GST, service tax and other taxes, duties, CESS, royalties, loading, unloading, transporting, handling and storage charges etc.

8.0 TERMS OFPAYMENT
DESIGN, SUPPLY, INSTALLATION & COMMISSIOING - PART A
70% payment shall be released on delivery of the materials at site & submission of the invoice. 20% payment shall be released after commissioning and 10% shall be released after handing over with successful execution of the project with all supporting documents as pertender.

10% of the payment of gross amount billed will be withheld as "Retention Money" for 12 months from the date of completion of handing over the job, will be released after successful completion of defect liability period which will be calculated as twelve (12) months from the date of issue of completion certificate by the Engineer- in-Charge.

9.0 SECURITYDEPOSIT

On acceptance of the Bid, Contractor shall within forty five (45) days, deposit with the Owner a Security Deposit of 5% of the Contract value and the same shall be in any of thefollowing:

a) BankdraftdrawnonaChennaiBranchofanyScheduledBankinfavourof **Balmer Lawrie & Co Ltd.**

b) Bank Guarantee executed by any ScheduledBank.

If Contractor fails to provide the Security Deposit within the period specified, such failure will constitute a breach of the Contract and Owner shall be entitled to award the Work elsewhere at Contractor's risk and cost. The Security Deposit shall be released to the contractor after completion ofwork.

No interest shall be payable against Security Deposit.

10.0 WARRANTIES &GUARANTEES

Contractor shall guarantee Owner against any and all defects in design, workmanship, materials and performance for a period of twelve (12) months from the date of completion of work. Should any defect develop during the guarantee period, it shall be remedied promptly free of charge by the contractor andall expenses for transportation of goods necessitated for such repairs or replacement shall be borne by thecontractor.

11.0 TAXES &DUTIES
Rates quoted shall be exclusive of GST, which will be payable extra as applicable.

12.0 COMPLIANCE WITH REGULATION & INDIANSTANDARDS

All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by these specifications. In particular the equipments and installation will comply with thefollowing:

(i) No Labour below the age of eighteen (18) years shall be employed onWork.

(ii) Contractor shall not pay less than what is provided under law to labourers engaged by him onWork.

(iii) Contractor shall at his expense comply with all labour laws and keep Owner indemnified in respectthereof.

(iv)   In addition to above, rules and regulations as contained in Contract Labour (Regulation and Abolition) Act, 1970 will also be applicable for this contract. For the purpose of registration as per the above Act, Contractor may contact Owner for further details.

(v)   Contractor shall secure full safety of the workers / employees engaged by him in the Site premises and shall take at his own cost, insurances and such other safety regulations for the saidpurpose.
(vi)   Factories Act.
(vii)   Indian ElectricityRules.
(viii) Workmen's compensation Act.

13.0 IMPLEMENTATION OF APPRENTICES ACT1964
Implementation of apprentices Act 1964 shall be strictly adhered to.

INSURANCE &INDEMNITY
Contractor shall at his own expense carry out and maintain insurance with reputable companies to the satisfaction of the Owner as follows:

(i)   Insurance for Works and Contractor'sEquipment

Contractor shall take out an All Risk Insurance policy in the joint names of the Owner and Contractor (Owner as the first beneficiary) including third party liability, against loss or damage from any cause covering the work executed to the estimated current contract value or Owner can directly take a 'contractors all risk' policy and recover the cost of such insurance from Contractor's dues.

The Contractor shall insure their Equipment against all loss or damage.

(ii)   Workmen's Compensation and Employees' LiabilityInsurance:

Insurance shall effect for all contractors' employees engaged in the performance of this Contract. If any of the work is sublet, after necessary approval by the Owner, the contractor shall require the Sub-contractor to provide Workmen's Compensation and Employees' Liability Insurance for the Sub-contractor's employees, if such employees are not covered under the Contractor's Insurance.

LIQUIDATED DAMAGE
i)   If the contractor is unable to complete the jobs specified in the scope of work within the period specified in NIT, it may request owner for extension of the time with unconditionally agreeing for payment of LD. Upon receipt of such a request, owner may at its discretion extend the period of completion and shall recover from the contractor, as an ascertained and agreed Liquidated Damages, a sum equivalent to 1.0% of contract value for each week of delay or partthereof.
The LD shall be limited to 5.0% of the total contract value.

The parties agree that the sum specified above is not a penalty but a genuine pre- estimate of the loss/ damage which will be suffered by the owner on account of delay/ breach on the part of the CONTRACTOR and the said amount will be payable without proof of actual loss or damage caused by suchdelay/breach.

(ii)   Notwithstanding what is stated in Clause above, the Owner shall have the right to employanyotheragencytocompletetheremainingworkattheriskandcostof

the Contractor, in the event of his failing to complete the work within the stipulated time or in the even progress of Contractor's work is behind schedule, as judged by the engineer-in-charge.

(iii)   If in the opinion of the Engineer-in-Charge the works have been delayed beyond the day of completion-

(a)   byforceMajeure   or

(b)   by reasons of exceptionallyinclementweather   or

(c)   by reason of civil commotion, illegal strikes or lock-out affecting any of the building tradesmen in which case the Contractor should immediately give written notice thereof to theEngineer-in-Charge.

Then the Engineer-In-Charge may in writing make a fair and reasonable extension of time for completion of the works, provided further that the Contractor shall constantly use his best endeavor to the satisfaction of the Engineer-In-Charge to proceed with the works. Nothing herein shall prejudice the rights of the Contractor under clause hereinabove.

16.0   FORCEMAJEURE
Any delay in or failure of the performance of either party hereto shall not constitute default hereunder or give rise to any claims for damages, if any, to the extent such delays failure of performance is caused by occurrences such as Acts of God or the public enemy expropriation or confiscation of facilities by Government Authorities, compliance with any order or request of any Governmental Authorities, was fires, floods, riots or illegal strikes.

17.0   ARBITRATION
Any dispute or difference arising under this Contract shall be referred for adjudi- cation at Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the arbitrator, if any, shall be paid equally by both the parties.

RIGHT OF OWNER TO TERMINATE THECONTRACT
a)   If the Contractor being an individual or a firm commits any 'Act of Insolvency' or shall be adjudged as insolvent or being an Incorporated Company shall have an order for compulsory winding up made against it, or pass an effective resolution for winding up voluntarily or subject to the supervision of the Court or shall be unable to carry out and fulfil the contract and to give security therefore, is so required by theEngineer-In-Charge.

Or if the Contractor (whether an individual, firm or incorporated company) shall suffer execution to be issued.

Or shall suffer any payment under this Contract to be attached by or on behalf of any of the creditors of thecontractor.

Or shall assign or charge, encumber or sublet this contract without the consent in writing of the Engineer-in-Charge first obtained.

Or shall charge or encumber this contract or any payments due or which may become due to the Contractor thereunder.

Or if the Engineer-in-Charge shall certify in writing to the Owner that the Contractor -

- has abandoned the Contract or

- has failed to commence the works, or has without any lawful excuse under these conditions, suspended the progress of the works for 14 days after receiving from the Engineer-in-Charge written notice to proceed or

- has failed to proceed with the works with such due diligence and failed to make such due progress as would enable the works to be completed within the time agreed uponor

- has failed to remove materials from the site or to pull down and replace work for seven days after receiving materials or work were condemned and rejected by the Engineer-in-Charge under these conditionsor

- has used sub-standard or inferior material or materials not conforming to the specifications or has employed inferior workmanship in carrying out the works or part thereof or has not exercised due diligence in execution of the said work,or

    has neglected or failed persistently to observe and perform all or any of the acts, deeds, matters or things by this Contract to be observed and performed by the Contractor requiring the Contractor to observe or perform the same,or

- has to the detriment of good workmanship or in defiance of the Engi- neer-in-Charge's instructions to the contrary, sub-let or sub-contracted any part of the contract,or

- has failed to comply with the Engineer-in-Charge's instructions,or

- has in the opinion of the Engineer-in-Charge committed any breach of this Contract, then and in any of the said cases the Owner with the written consent of the Engineer-in-Charge may notwithstanding any previous waiver, after giving seven days' notice in writing to the Contractor terminate the Contract, but without hereby affecting the right of the Owner of the powers of the Engineer-in-Charge or the obligations and liabilities of the Contractor in respect of work, the contract shall continue enforce as fully as if the contract has not been so determined and the obligations of the contractor in respect of work subsequently executed shall continue as if the works subsequently executed has been executed by or on behalf of the Contractor. And further, the Owner by its agents or servants shall been titled forthwith to enter upon and take possession of the works and all plants, tools, scaffoldings, sheds, machinery, steam and other power implements, machinery equipment and materials lying upon the site or the adjoining lands or roads and use the same as its own property and to employ the same by means of its own servants and workmenin

carrying on and completing the work or by employing any other contractor and the Contractor shall not in any way interrupt or do any act, matter or things to prevent, intimidate or hinder such other contractor or other person or persons employed for completing and finishing or using the materials and plant for the work. When the works shall be completed or as soon thereafter as convenient, the Engineer-In-Charge shall give a notice in writing to the Contractor to remove his surplus materials and plant and should the Contractor fail to do so within the period of 14 days after receipt thereof by him, the Owner shall sell the same either by public auction or a private sale and shall be given credit to the contractor for the amount realized. The Engineer-In-Charge shall thereafter ascertain and certify in writing under this hand what (if anything) shall be due or payable to or by the owner, the expense or loss which the owner shall have been put to in procuring the works to be completed and the amount, if any, owing to the contractor and the amount which shall be so certified, shall thereupon be paid by the owner to the Contractor or by the Contractor to the Owner, as the case may be and the Certificate of the Engineer- In-Charge shall be final and conclusive and binding on the parties hereto. In the event of termination under this Clause, the Owner shall not be bound by any provision of this Contract to make any further payment to the Contractor until the said works arecompleted.

b)   Owner shall, at any time, be entitled to determine and terminate the Contract, if in the opinion of the Owner the cessation of the Work becomes necessary owing to paucity of funds or for any other cause whatsoever, in which case the cost of approved materials at the Site at current market rates as verified and approved by Engineer-in-Charge and of the value of the Work done to date by the Contractor shall be paid for in full at the specified in the Contract. A notice in writing from the Owner to the Contractor of such determination and termination and the reason therefore shall be the conclusive proof of the fact that the Contract has been so determined and terminated by theOwner.

c)   Should the Contract be determined under sub-clause of this clause and the Contractor claims payment to compensate expenditure incurred by him in the expectation of completing the Work, the Owner shall consider and admit such claim as are deemed fair and reasonable and are supported by the vouchers to the satisfaction of the Engineer-in-charge. The Owner's decision on the necessity and propriety of such expenditure shall be final and conclusive and binding on theContractor.

HSE   REQUIREMENT   BY   CONTRACTORS

Housekeeping

Contractors shall ensure that their work area is kept clean tidy and free from debris. The work areas must be cleaned on a daily basis. Any disposal of waste shall be done by the contractor.

All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eye washes, fire extinguishers, pull boxes, fire hoses, etc. shall not be blocked or disturbed.

Confined Space

Before commencing Work in a confined space, the Contractor must obtain from Owner a Permit to Work, the Permit to Work will define the requirements to be followed. As minimum Contractors must ensure thefollowing:

- Confined spaces are kept identified and marked by a sign near the entrance(s).
- Adequate ventilation isprovided
- Adequate emergency provisions are inplace
- Appropriate air monitoring is performed to ensure oxygen is above20%.
- Persons are provided with Confined Spacetraining.
- All necessary equipment and support personnel required to enter a Confined Space isprovided.

Tools, Equipment and Machinery

The Contractor must ensure that all tools & equipment provided for use during the Work is:
- suitable for its intendeduse;
- safe for use, maintained in a safe condition and where necessary inspected to ensure this remains the case (any inspection must be carried out by a competent person and records shall beavailable);
- Used only by people who have received adequate information, instruction and training to use the tool orequipment.
- Provided with Earth leakage circuit breaker (ELCBs) at all times when using electric power cords. Use of electrical tape for temporary repairs isprohibited.

Working at Height

Any Work undertaken where there is a risk of fall and injury is considered to be working at height.

For any Contractor Personnel working at height, Contractors shall provide fall prevention whenever possible and fall protection only when fall prevention is not practicable. Before commencing Work in a height the Contractor must obtain from Owner a Permit to Work, the Permit to Work will define the requirements to be followed. Supervisor must be present at all point of time, to ensure no deviation occur during the course ofwork.

Fall Prevention System

Fall prevention systems (e.g. fixed guardrails, scaffolds, elevated work platforms) must provide protection for areas with open sides, including exposed floor openings.

Fall Protection Systems

Where fall protection systems are used then the Contractor must ensure the following isapplied:

- Only approved full body harness and two shock-absorbing lanyards are used,
- Prior establishment of a rescue plan for the immediate rescue ofan employee in the event they experience a fall while using thesystem,

- Anchorage points must be at waist level or higher; and capable of supporting at least the attachedweight,
- Lifeline systems must be approved by Owner beforeuse.
- Use of ISI marked industrial helmet at all point oftime.

Scaffolding

All scaffolds shall subject to a documented inspection by a competent person and clearly marked prior to use. The footings or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. All scaffolding materials should be of MS tubular type.

Guardrails and toe-boards shall be installed on all open sides and ends of scaffold platforms. Scaffolds shall be provided with an access ladder or equivalent safe access. Contractor Personnel shall not climb or work from scaffold handrails, mid- rails or bracemembers.

Stairways and Ladders

Ladders should only be used for light duty, short-term work or access in line with the below and the Site Requirements.

- Fabricated ladders areprohibited.
- Ladders will be secured to keep them from shifting, slipping, being knocked or blownover.
- Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- Ladders will be lowered and securely stored at the end of eachworkday.
- Ladders shall be maintained free of oil, grease and other slippinghazards
- Ladders will be visually inspected by a competent person and approved for use before being put into service. Each user shall inspect ladders visually beforeusing.
- Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, and removed from the Site by the end of theday.

Roof Work/Access

Roof work and access to roofs must not be undertaken without prior authorization from Owner.

Overhead Work

A secure exclusion zone shall be maintained by Contractor below overhead work to prevent access. It is forbidden to work beneath a suspended load.

Lifting Operations
Cranes and Hoisting Equipment

Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturer's specifications and legal requirements.

Only Contractor Personnel trained in the use of cranes and hoists are permitted to usethem.

Lifting Equipment and Accessories

All lifting equipment / accessories e.g., slings, chains, webbing, chain blocks, winches, jacks etc shall be indicated with their safe working load have an identification number visible on the unit and be inspected and tested in accordance with legalrequirements.

Damaged equipment / accessories and equipment shall be tagged "out of use" and immediately removed from Site.

Lockout Tag out ("LOTO")

Prior to performing work on machines or equipment, the Contractor shall ensure that it is familiar with LOTO and Permit to Work procedures and that all of its affected Contractor Personnel receive the necessary training.

Barricades

Floor openings, stairwells, platforms and walkways, and trenching where a person can fall any distance shall be adequately barricaded and where necessary, well lit. Where there is a risk of injury from a fall then rigid barriers must beused.

Barricades must also be used to prevent personnel entering an area where risk of injury is high e.g., during overhead work activity or electrical testing etc. Such barricading must provide clear visual warning.

Compressed Gas Cylinders

Gas cylinder shall be securely stored and transported, and identified and used in line with the local requirements. Hose lines shall be inspected and tested for leaks in line with local requirements. Flash back arrestor to be used to prevent any explosion due to back fire.

Electrical Safety

Prior to undertaking any work on live electrical equipment, the Contractor must obtain a Permit to Work from BL. Where ever possible live work should be avoided. Any control measures highlighted shall be implemented prior to workcommencing.

The below measures will be taken:

- Work practices must protect against direct or indirect body contact by means of tools or materials and be suitable for work conditions and the exposed voltage level.
- Energized panels will be closed after normal working hours and whenever they are unattended. Temporary wiring will be de-energized when not inuse.
- Only qualified electrical Contractor Personnel may enter substations and/or transformer and only after being specifically authorized by theowner.

Check List

CHECK LIST FOR SUBMISSION OF TENDER

(TO BE SUBMITTED WITH UN-PRICED PART)

Tenderers are requested to fill up this Check List and attach supporting documentaryevidence. Pleasetick [□] the box and ensurecompliance.

1.0	**Covering LetterwithTender**			Submitted	□
2.0	**TenderDocumentCost**	Exempted □		Submitted	□

BC /DDNo._____Date_____ValueRs._____

3.0	**Validity of Offer**

Ninety (120) days from date ofopeningof   Confirmed   □
Un-priced bid of theTender

4.0   Earnest Money Deposit (EMD)

Submitted □   Exempted □   being   PSU   □   NSIC □

ValueRs._____

BC /DDNo._____Date_____

BGNo._____Date_____Valid upto_____

NSICRegistrationCertificate	Submitted`	□
MICRO / SMALL INDUSTRIESRegistrationCertificate		□
Whether Micro / Small industries owned by SC/STEntrepreneurs		□

(Valid documentation to be submitted)

4.4	**Power of Attorney**	Submitted	□
4.5	**Similar Job Executed Wocopies**	Submitted	□
4.6	Authorization letter or MFC	Submitted	□
4.7	OEM 100 Cr turn over proof	Submitted	□
4.8	Principal OEM must have customer support manpower presence in Kolkata	Submitted	□

5.0	**Price Schedule** in Un-priced Bid duly blanked out and signed	Submitted	□
6.0	**Price Schedule** does not contain any condition	Confirmed	□
7.0	**Tender Document** (along with addendum) duly signed and stamped on all pages	Submitted	□
8.0	**Price quoted** are strictly in the Tender price schedule	Confirmed	□
9.0	**Payment Terms** in compliance to tender requirement	Confirm	□
10.0	**Completion Period** in compliance to tender requirement	Confirm	□
11.0	**LD clause** in compliance to tender requirement	Confirm	□
12.0	**Warranties and Guarantee** in compliance to tender requirement	Confirm	□
13.0	All others Technical & Commercial Terms & Conditions shall Remain unaltered as per Tender document	Confirm	□

Access Control

PROFORMA OF THE GUARANTEEBID BOND/ EARNEST MONEY DEPOSIT

To
Balmer Lawrie & Co. Ltd.
Administration Department
Kolkata- 700 001

Whereas …………………….. (Name of the bidder) (Hereinafter called "the Bidder") has submitted its bid for the ………………….. (Purpose) (Hereinafter called "the Bid") against Tender reference No. …………. dated …………. M/S. BALMER LAWRIE & CO. LTD., 21 Netaji Subhas Road, Kolkata – 700001.

TheconditionsofTenderprovidethattheBiddershallpayasumofRs… …………………………………………………………. (Rupees ……………………….. only) (Hereinafter called "the said amount") as full Earnest Money Deposit in the forms therein mentioned. The forms of payment of Earnest Money Deposit include guarantee to be executed by a ScheduledBank.

Thesaid ....(name and address of the Bidder) have approached us and attheir request and in consideration of thepremiseswe,... (Name of the Bank) havingour office at ……………………………(address of the Bank) have agreed to give such guarantee as herein after mentioned.

Know All Men by these presents, we, ……………………..(name of the Bank) of ……………….(address of the Bank) having our office, interalia,at ....(hereinaftercalled "the Bank") are bound unto BALMER LAWRIE & CO. LTD………………(address) (hereinafter called "the Purchaser") in the sum of Rs. ………………. (Rupees …………………… only) for which payment will truly be made to the Purchaser, the Bank binds itself, its successors and assigns by these presents this …….day of   2019.

THE CONDITIONS of this obligation are :

1.   If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the bid form;or

2.   If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bidvalidity;

   a)   Fails or refuses to execute the Contract Form if required;or

   b)   Fails or refuses to furnish the Performance Security, in accordance with the instructions toBidders.

We undertake to pay the Purchaser up to the said amount upon receipt of its first written demand, without the Purchaser having to substantiate their demand, provided that in their demand the Purchaser shall mention that the amount claimed by them is due owing to the occurrence of one or both of the two conditions.

This guarantee will remain in force up to ……… (Date of expiry) including the ….. Days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Notwithstanding anything contained herein:

i)   Our liability under the Bank Guarantee shall notexceedRs... (Rupees ………………………….. only)

ii)   This Bank Guarantee shall be valid up to………….

iii)   We are liable to pay the guaranteed amount or pay part thereof under this Bank Guaranteeonlyifyouserveuponusawrittenclaimordemandonorbefore…………
        (last date of validity)

We, …………………………………… (name of the Bank) undertake not to revoke this guarantee during its currency except with your previous consent in writing.

We have power to issue this guarantee in your favour under our Memorandum and Articles of Association and the undersigned has full power to do and execute this Guarantee under the Power of Attorney dated ………………dayof ....2019 granted to him by theBank.

                                                    Your faithfully,

                                                    (Specimen Signature)

BANK GUARANTEE
(PERFORMANCE)

Letter of Guarantee No. Dated:

the   day of

THE GUARANTEE is executed at Kolkataonthe   dayof..............................by
…………………..(set out full name and address of the Bank) (hereinafter referred to as "the Bank" which expression shall unless expressly executed or repugnant to the context or meaning thereof mean and include its successors and assigns).

WHEREAS Balmer Lawrie & Co. Ltd. (local address), …………………………………. an existing company within the meaning of the Companies Act, 1956 and having its Registered Office at 21, Netaji Subhas Road, Kolkata – 700001 (hereinafter referred to as "the Company") issued a TenderbeingNo.   dated   (hereinafter referred to as "the said Tender") for (set out purpose of the job) and pursuant thereto Messrs/ Mr   (set   out   full name and address of the Contractor) (hereinafter referred toas
"the Contractor" which term or expression wherever the context so requires shall mean and include the partner or partners of the Contractor for the time being/his/its heirs, executors, administrators, successors and assigns) (delete which are not applicable) has accepted the said Tender and field its quotation.

AND WHEREAS the quotation of the Contractor had been accepted by the Company and in pursuance thereof an Order beingNo……………….dated ....(hereinafter referred toas

"the said Order") has been placed by the Company on the Contractor for (set out purpose of the job).

AND WHEREAS under the terms of the said Order the Contractor is required to furnish the Company at their/his/its own costs and expenses a Bank Guarantee for Rs……………………….(Rupees ……………………………….. only) as performance guarantee for the fulfilment of the terms and conditions of the said Tender and to do execute and perform the obligations of the Contractor under the Agreement dated the …………….. dayof
…………………….. (hereinafter referred to as "the Agreement ") entered into by and between the Company of the one part and the Contractor of the other part, the terms of the said Tender and the terms contained in the said Order which expression shall include all amendments and/or modifications/or variation thereto.

AND WHEREAS the Contractor had agreed to provide to the Company a Bank Guarantee as security for the due performance of their/his/its obligations truly and faithfully as hereinbefore mentioned.

NOW THIS GUARANTEE WITNESSETH as follows :

1.   In consideration of the afore said premises at the request of the Contractor, we
        ………………………….. (set out the full name of the Bank) the Bankers of the Contractor shall perform fully and faithfully their/his/its contractual obligations under the Agreement dated the …………………… day of
        ………….. entered into by and between the Company of the one part and the Contractor of the other part, the terms and conditions of the said Tender and the said Order.

2.   We, …………………………. (set out full name of the Bank) do hereby undertake to pay to the Company without any deduction whatsoever a sum not exceeding Rs………………..(Rupeesonly)   without   any protest, demur or proofor
        condition on receipt of a written demand from the Company stating that the amount claimed is due by way of loss and damage caused to or would be caused to or suffered by the Company due to bad workmanship or

by reason of breach of any of the terms and conditions of the Agreement, the said Tender and the said Order hereinbefore mentioned.

3. The Guarantee is issued as security against due performance of the obligations of the Contractor or under the Agreement aforesaid and the said Tender and the said Order hereinbefore mentioned and subject to the conditions that our liabilities under this Guarantee is limited to a maximum sum of Rs… (Rupees …………………………………………………………. only) or the amount of loss or damage suffered or to be suffered by the Company in its opinion at any period of time, whichever is lower.

4. We, ………………………………….. (set out full name of the Bank) further agree that the undertaking herein contained shall remain in full force for a period of months from the date of the satisfactory execution of theContract.

5. This Guarantee shall not be affected by any amendment or change in the Agreement or change in the constitution of the Bank and/or the Company and/or theContractor.

6. We ………………………………….. (set out full name of the Bank) undertake not to revoke this Agreement during its currency except with the previous consent of the Company inwriting.

7. All claim under this Guarantee must be presented to us within the time stipulated after which date the Company's claim/right under this Guarantee shall be forfeited and we, ………………………………….(set out full name of the Bank) shall be released and discharged from all liabilitieshereunder.

8. This instrument shall be returned upon its expiry or settlement of claim(s) if any, thereunder.

9. Notwithstanding anything contained hereinbefore our total liabilities under this Guarantee .... shall not exceed a sum of Rs… (Rupees …………………………………………………… only) and unless a demand or claim in writing under this Guarantee reaches us on or before thedateof.. (last date ofclaim) and if no claim is received by us by that date all rights and claims of the Company under this Guarantee shall be forfeitedandwe,..(set out fullname of the Bank) shall be released and discharged of all our liabilities under this Guarantee thereafter.

10. We have power to issue this guarantee in your favour under our Memorandum and Articles of Association and the undersigned has full power to execute this Guarantee under Power of Attorney dated the …………… day of ……………………… granted to him by theBank.

Place   :

Date   :

PROFORMA OF THE GUARANTEE (SECURITY DEPOSIT)

Balmer Lawrie & Co. Ltd.
Administration Department
Kolkata- 700 001

Dear Sir,

That Messrs/Mr ………………..(set out full name and address and constitution of the Contractor) (hereinafter referred to as "the Contractor") filed their/his/its quotation against your Tender being Tender No. …………………….. dated …………….. (hereinafter referred as "the said Tender") for the work ………………………………………………………….. (set out the purpose of the job) and in pursuance thereto an Order being No……………..dated   (hereinafter toas
"the Order") was issued by you to the Contractor.

The conditions of the said Tender, inter alia, requires that the Contractor shall pay a sum of Rs……………………… only) as full security deposit (hereinafter referred to as "the security deposit") in the form therein mentioned. The form of payment of security deposit includes a guarantee to be executed by a Scheduled Bank.

The said Messrs/Mr. ……………………… (set out full name of the Contractor) have/has approached us and at their/his/its request and in consideration of the premises We
……………………….. (set out full name of the Bank) having our office, inter alia at
……………………… (state the address of the Bank) have agreed to give such guarantee in the manner following :

3   We, ……………………… (set out full name of the Bank), hereby undertake with you if   default is made by
       Messrs/Mr. ………………….. (set out full name of the Contractor) in performing any of the terms and
       conditions of the Tender and/or in payment of the security deposit or any other or in payment of money
       payable to you. We,
       ………………………….. (set out full name of the Bank) shall merely on demand from you
       withoutdemurorprotestshallpayyouthesaidamountofRs….. (Rupees
       ……………………. only) or such portion thereof not exceeding the said sum as you may demand from time
       to time.

2.   We, ... (set out full name of the Bank), further agree with youthat
       you hereunder to adopt any mode for realization of your dues from the Contractor and/or to vary any of
       the Terms and Conditions of your Contract with the said
    Messrs/Mr (set out full name of the Contractor), or to extend timeof
       performance by Contractor from time to time or to postpone for any time or from time to time any of the
       powers exercisable by you against Contractor and to forbear or enforce any of the terms and conditions
       relating to the Contract and we,
       ………………………………. (set out full name of the Bank) shall not be relieved from our liability by reason
       of any such variation, or any indulgence to be given by you to the Contractor or by any such matter or thing
       whatsoever which under the law relating to sureties would but for this provision have effect of so releasing
       us.

3.   Your right to recover the said sum of Rs……………….. (Rupees………………………………
       only) from us in the manner aforesaid will not be affected or suspended by reason of the fact that any dispute
       or disputes is/are pending before any Officer, tribunal, court or any other authority or authorities.

4.   The guarantee herein contained shall not be determined or affected by liquidation or winding up, dissolution
       or change of constitution or insolvency of the saidMessrs/Mr.
       …………………………….. (set out the full name of the Contractors), but shall in all respect, and for all
       purposes be binding and operative until payment of all the money due to you in respect of such liabilities is
       paid,

5. Our liability under this guarantee is restricted to Rs. ....(Rupees ………………………………. only).

6. Our guarantee shall remain in force and effect until ……………….. (set out the date of expiry) and unless a claim or demand in writing is made against us under this guarantee before the expiry of six months from the aforesaid datei.e.
………………………. (set out last date of Claim period), the said Guarantee all your rights under this guarantee shall be forfeitedandwe,.. (set out full nameof the Bank) shall be relieved and discharged from all liabilities thereunder.

7. We, ...(set out full name of the Bank) undertake not to revokethis Guarantee during its currency except with your previous consent in writing.

8. We, ... (set out full name of the Bank) have power to issuethis Guarantee in your favour under our Memorandum and Articles of Association and the undersigned has full power to execute/sign this Guarantee under the Power of the Attorney dated the ……………. day of Two Thousand and Fourteen granted by the Bank.

Yours faithfully,

Dated:……………………..(Place)   …………………………
                                                                                                  (Signature of Officer on
………………………………..(Date)   behalfof ....)
                                                                                                   (Set out name of the Bank)

TECHNICAL SPECIFICATION

Scope of Supply: - Design, Supply, Installation-Testing-Commissioning of Access Control System

Software:

The Integrated Access Control System (ACS) shall function as an electronic access control system and shall integrate with alarm monitoring, ID badging and database management into a single platform.

The ACS shall be true 3-tier server client architecture. It shall consist of Database Server, Communication Server, and User Interface. These components shall run on a single computer or on multiple computers, allowing flexibility in configuring a networked system. The ACS shall have multiple concurrent client station and Database partition; there should not be any limitation on the no of concurrent client stations with simple license upgrades at later stage.

a. Database Server: The database server is used for storing the database tables. This data is accessible to communication server and user interface for retrieving and generating the reports. The database server shall be installed on the client computer or any other computer connected to thenetwork.

b. Communication Server: The communication server routes user interface requests as well as the access transactions to the panel. The panel in-turn processes the transactions and sends the information to the database server as well as responses to the user interface through the communicationserver.

c. User Interface (ACS Client): The user interface helps ACS operators to communicate with the access control system. The user interface shall be installed on the computer where the database server or the communication server is installed, or any other computer connected to the network.

2. Operating Environment: The ACS application shall operate in the following environments: Microsoft Windows® Server 2008 R2 , Microsoft Windows® 7 SP1 (64-bit).MicrosoftWindows®2008(32&64bitOS),MicrosoftWindows®7(64 bit OS) andMicrosoft Windows® Server 2012 ,Microsoft Windows® Server 2016.

3. Multi-level Password Protection: The ACS application shall provide multi-level password protection, with user-defined operator name/password combinations. Name/password log-on shall restrict operators to selected areas of theprogram.

The application shall allow the assignment of operator levels to define the system components that each operator has access to view, operate, change, or delete restricted time periods for login, available Partition and default language selection at login.

5. Graphical User Interface: The ACS shall be fully compliant with Microsoft Graphical User Interface (GUI) standards, with the look and feel of the software being that of a standard Windows application, including hardware tree-based system configuration.

6. Online Help: The ACS user interface shall include an Online Help which shall require only one click to activate. The standard special shortcut key "ALT+H" shall have the capability to be programmed to provide access to the helpsystem.

7. Supervised Alarm Points: The system shall provide both supervised and non- supervised alarm pointmonitoring.

8.Access Control Functions: The ACS shall include the following access control functions: validation based on time of day, day of week, holiday scheduling, site code and card number verification, automatic or manual retrieval of cardholder photographs, and access validation based on positive verification of card type Standard), card, card and PIN, card or pin, pin only and Site Codeonly.

Global and Nested Anti-passback: The Security Management System shall support the use of an optional anti passback mode, in which cardholders are required to follow a proper in/out sequence within the assignedarea.

Anti-pass back modes shall include: hard (no forgiveness), soft (allows access but generates an alarm event

Alarm Events: The ACS shall include a feature where alarm events with defined priorities shall be able to pop-up automatically in an Alarm event window for operator attention. The pop-up shall display the name of the event (reader, alarm point, cardholder, or system alarm), time, date, site, account, if a card event the card number, type of event and cardholder name. An event counter shall also display the number of times the event was reported to the Alarm event monitor prior to Acknowledgement or Clearing the event. Event instructions shall be made available by double clicking on the event. The Alarm event window shall allow the operator to initiate a physical response to the event .

9.   Hardware Configuration Changes: After installation of ACS application, the customer shall be able to perform hardware configuration changes. These hardware configuration changes shall include, but not be limited to, door open time, door contact shunt time, point and reader names, when and where a cardholder is valid, and the ability to add or modify card databases as desired.

10 . Distributed Processing: All the control components of the ACS shallutilize "Distributed-Processing" concepts. The distributed processing shall include the ability

to download operating parameters to any field panel, thus allowing the field panel to provide full operating functions independent of the access control system computer. In case communication link failure between host software & controller all the access decision should be taken by the control panel with fully verifying Card No, access level, Date & Time of validity etc, and store the transactional data in local memory and send the data to database once communication reestablish.

Shall provide a mode of system operation that allows acknowledged alarms to be automatically cleared.

11 .Shall provide a mode of system operation where when an acknowledged, but not cleared event will be reissued requiring acknowledgement when the event changes to an alarm or troublestate.

12. Shall provide a mode of system operation that does not allow the operator toclear an alarm before prior to it being restored to normal.

13 .Shall provide the ability for manual operator control of system output relays. The manual functions shall include the ability to energize, de-energize, return to time zone, or pulse the output relay. The pulse time shall be a programmablesetting.

14. Shall provide the ability to automatically display stored "video image" of cardholder. The cardholder "video image" pop-up shall be activated based on a priority level set to the cardholder or reader. Information in the pop-up shall

include, but notbelimited to the card holder's primary image, entrance name, time, date, cardholder name, User shall be able to display up to user defined card holder fields. The size of the pop-ups shall be adjustable by the operator.

15 .Shall support multiple card reader technology including: Proximity, Wiegand effect, Biometrics, Magnetic stripe, Keypad, Card/keypad (PIN), High-speed long range , and SmartCard.

16 .Shall provide an option for taking scheduled automatic backups of any or all database system files. A means to restore these files from a simple menu shallexist.

17 .Communication from the access control communication server to the remote intelligent control panels shall be selectable. Communication options shall be RS-232 directly to the intelligent control, via RS-485 converter, dial-up, leased line from a defined communication port or by LAN/WAN using an IP address for direct connection to the intelligent controller via network interface card.

18 .Shall provide a system scheduler that shall automatically: Call remote locations to retrieve history transactions and update panel information, including time and date, Activate or deactivate cards locally or at remote dial-up sites, Initiate a pre-programmed command event/action, Synchronize system to intelligent controller time, Run a pre-defined History report, Run a pre-defined Card Holder report, Card frequency report defined by reader(s), over a defined period of time with disposition options to automatically report or report and de-activate card or change the access level of the card, Frequency shall be defined as Never, Now, Once, Hourly, Daily, and Weekly, Once per 2 weeks, andMonthly.

19.Shall provide the ability to initiate an email (via SMTP) based on a device offline / device abnormal /antipassback violation.

20.Shall include a "host grant" mode of operation that requires the host computer to grant accesses to "valid" cards. An alternate host grant mode shall allow the card access information to be downloaded along with unlocking the door for "valid" cards.

22 Cards &CardHolders

A) Cardholder information shall include unique card number up to 20 digits and optional Personal Identification Number up to 6digits.

B) Shall allow maximum 2 cards per cardholder.

c)   Provides special or vip card options that shall include, but are not limited to: Time zone reference, which defines valid time, visitor use, which provides a specified activation date and expiration date (spanning years), Trigger control value, which can initiate a predefined procedure at the intelligent control independent from any control function from the systemcomputer.

i)   Standard - This card type is selected if the card holder is an employee. This shall be the default selection.

.
23.ID Badging System

ACS shall support the designing of Badge layouts. Badge layouts are templates that define the size, placement, and properties of abadge.

Properties of a badge are its printable size, its background color, and the magnetic stripes used for encoding cardholder information. In addition, the badge layout is defined with placeholders for cardholder information such as photo, user

defined fields, It shall support Digital Cameras or Signature Pad to capture the Photos or Signatures of the cards Holders or it can be imported from a location on thedrive.

When a badge layout is later associated with a card, the card holder information such as Photo, signature, and any other user defined field information is automatically entered on the badge. Any Windows-compatible printer, ink jet, laser, or PVC card printer can be used for printing badges.

24. Access Levels

    a. Access level shall provide restricted access to the card holders for various areas in the access control system based on various Time of the day, week, and special days and Location/Door.

    b. ACS shall support upto 15 level accces level and any number or doors/readers can be added in one accesslevel.

    c. ACS shall support custom Access Level where by Access can be granted or revoked for a specific dooronly.

25. Time Zones

Time zone definitions shall include Starting time, Ending time, Days ofthe week, and Holidayoverride.

    a. Time shall be defined in either AM/PM or 24-hour (military) time.

    b. The maximum time zone that shall be defined in a system.

26. Alarm Management & Monitoring

    a. ACS shall have a separate Alarm Monitoring screen, which shall display alarms when they occur, incoming alarms shall display in the upper pane according to priority and time. Once an alarm is received by Alarm monitor it should pop up the alarm window and continuous to beep the sound until it is acknowledged.

    b. ACS shall have a capability to show the device offline/online details and it shall be possible to print or export these reports for later analysis if required.

    c. ACS shall have Live Status of Door Controllers and Site Controller.

    d. ACS shall have Auxiliary Input and Output Status.

    e. ACS shall have Automatic Events Download.

27. Guard Tour

    i. ACS shall have an inbuilt Guard Tour Module; it shall allow the operator to program a series of guard check points that must be activated to accomplish the task of a GuardTour.

    ii. Guard to cover definied check points in specific time.

    iii. The Guard Tour shall have alarm or notification on exception.

iv.   The Guard Tour shall be started by two methods, Manual or Scheduled by the access control systemscheduler.

v.   It shall be possible to monitor the guard's movements at the various check points. As the guard tour progresses, alarms and events are displayed in the Alarm or the Event window for the various action states of a check point.

29. **Reports**

ACS Shall provide reporting capability for printing of selected system transactions by specific time and date selection, range from time and date to time and date, or from start time to end time each day ofthe selected date range.

- Shall provide a feature to generate a history report for an alarm point(s) state. An alarm point state shall be defined as device offline / online, user events, device events.

- Shall provide a feature to generate a Device actions report, which provides information on how the system Device is configured including detailed configurations.

- Shall provide a feature to generate a history report for a card(s) state. A card state shall be defined as Normal, Trace, and Not Found, Anti-Pass back Violation, PIN Violation, Time Zone Violation, Site Code Violation, or Expired card. Additional search criteria shall include cardholders that meet up to at least 3-note field restriction and filter the report with defined reader location(s).

- Shall provide a feature to generate a history report for system operator(s) activities. The report shall include time, date, operator name the device associated with the action and the type of action performed by the operator. Activities shall include but not limited to: acknowledged and cleared transactions, door mode, door and relay control such as unlock, lock; door and input control such as shunt, Unshunt; login, logout, panel initialization, panel buffer.

- Shall provide complete database reporting of all data programmed into the system datafiles.

- Shall provide feature to generate a report based on the frequency of usage of a card. The report shall allow the operator to define a time/date period, a minimum and maximum usage limit, a means to define which reader or readers should be used to filter the report and the ability to further define the type of card to be reported on based on user defined field selections. This report shall also provide a disposition function. The cards meeting the filtering criteria shall be acted upon based on the disposition setting. Disposition settings shall include but not be limited to: Report only, De-activate the card or Re-assign to a specified an access level. This report shall be available in the event scheduler. When defining when to run the report an option to select the number of previous days to run the report against shall be provided. As an example, a scheduled weekly report for the last 14 days could generate allowing for an overlap of time if desired.

Shall provide an option to create report templates. Report templates shall include, but not be limited to, History and Card Holder information. The templates shall be able to be assigned to a scheduler to run automatically per the schedulersettings.

30. Tracking/Muster Report

a) A tracking feature shall allow the system operator to identify an area and the person(s) in that area.

b) Areas shall be defined by readers representing an IN or OUT readstatus.

c) Defined areas shall provide an automatic update of how many cardholders are in the area.

d) A view displaying all card holders in a defined tracking or muster area shall have the ability to be sorted in columns where by clicking on the column the data in the column shall be sorted. At a minimum, the columns can be sorted by: Card Number, Status, Card Holder, Reader, and Time/Date.

e) A Muster area shall be defined by a reader(s) used to "muster" individuals in the event of an emergency.

f) Reports can be generated for the defined muster or tracking area.

g) Reports shall be generated for all muster or tracking areas in the system.

h) Tracking areas shall include "nested" areas. Nesting allows for various reports from a large area to smaller areas within the large area.

i) A Tracking and Muster area screen shall be continually updated with the most recent card activity, therefore minimizing the time required generating a report.

j) A history priming feature shall load history activities for the defined number of hours when the software is started. This priming feature shall be implemented in the event that the system computer is offline when a muster call is initiated, thereby allowing the implementation of the tracking and muster features of the software. The history priming time shall be operator selectable in 1-hour increments up to 99 hours.

k) Holidays shall be defined in three different time zones allowing different time schedule to be programmed for each holiday type.

l) Holidays shall be grouped in a Holiday Group.

31. Time & Attendance Management Suite

The attendance module shall work as a report generation module for the employee's card badges/ swipes data acquired by security management suites. It will allow attendance data to be automatically updated, as well and leave requests and records shall be maintained.

It shall allow complete flexibility in defining the rules for attendance keeping facilitating data keeping with a range of reports, catering to user requirements on a regular or periodic basis. It shall provide a strong communication environment for employees and HR departments for exchanging information related to attendances and leave status. It shall support a multi site operation. The system supports multiple database environments viz. SQL Express for lower levels and SQL Server for higher levels of transactions

It shall allow the attendance rules logic to be set dynamically by the administrator. The system will allow visually setting rules relating to swiping data, attendance record (Present, Late etc), typing of reader / controller, shifts and leave and over time etc.

It shall be a Web browser-based application with password protection for security. The application shall support multiple shifts and shall take due care of the shifts which cross during the midnight. The application shall be capable of supporting unlimited cardholders. Shift allocation employee and department wise, defining periodic rotation pattern shall also possible. Manual updation of attendance / leaves / Out door duty shall be possible.

The system shall minimum have the following reports : Employee List , Shift Allocation , Holiday Attendance muster report

indicating Present, absent, single swipe , early going , late coming , half day& fullday , outdoor duty , Leave along with man hour and over time . Reports can be sorted one or all shift / date / employees' wise etc.

The system shall be capable of exporting the data into *. csv , *.xls, *.xlsx& HTML formats

32. 3rd Party interface

The System shall have an existing standard API for integration with other 3rdparty applications.

Users data can be exported to 3rdparty application if required with the help of these API.

HARDWAREREQUIREMENTS

a)   INTELLIGENTCONTROLLERS

Distributed architecture shall allow controllers to operate independently of the host. The architecture shall place key access decisions, event/action processing, and alarm monitoring functions within the controllers, eliminating degraded modeoperation.

1. Flash memory management shall support firmware updates and revisions to be downloaded to the system.

Access Controller
2-Door Intelligent Controller General:
The control panel shall incorporate microprocessor-based, digital technology, using high speed processing for maximum reliability.

The system shall use distributed intelligence architecture, with control panels operating independently of one another.

All database information shall be stored at the control panel level.

All decision-making shall be performed at the control panel, eliminating degraded mode operation.

Software programs and control logic information used to coordinate and drive system hardware shall be stored in FLASH Memory.

The system shall be flexible and modular in design, allowing easy expansion. The control panel shall have CE approvals.

Control Panel Configuration:
The control panel shall provide TCP/IP communication to the host software and RS-485 multi-drop communications to downstream panels.

The Ethernet and RS-485 multi-drop communication configurations shall be standard. The control panel shall be able to operate in local and shall be able to connect with Access Management Suite for remote configurations.

The RS-485 multi-drop total distance shall be 4,000 feet with a maximum of thirty-one control panels, without the use of modems or line drivers. If installation requires distances longer than listed above, a line driver or modem shall be used.

For maximum reliability, each control panel shall support a maximum of two readers or keypads.

The distance between card readers and the control panel shall be up to 500 feet wired

Reader Interface:
The panel shall provide interfaces for the card readers. It shall operate with card reader that produces a standard Wiegand (Data 1/Data 0) communication output. The following requirements shall also apply:

Each panel shall support two card readers, each of which may be up to 15 meter from the panel.

Input /Output Port :

The control panel shall have Auxiliary Input and Output Port & Form C and SPDT Relay (Max 5A@24 VDC or 5A@230 VAC)

Card Readers/Keypads:
The control panel shall support card readers using Wiegand/Ethernet technology.
Card/Keycode Capacity: The control panel shall store up to 55,000 cards/key codes.
Buffer Capability:
The control panel shall support a buffered mode of operation. When operating in the buffered mode, the control panel shall store all transactions in memory, rather than transmitting them through the communication loop. The control panel shall transmit the buffered (stored) information upon request. The control panel shall buffer 1,00,000 transactions
Format Commands: The control panel shall store Different commands, allowing use of cards with various bit structures and encoding schemes.
Cards (digits):
The control panel shall be capable of recognizing card numbers up to 12 digits in lieu of the standard card formats.
Local Anti-Passback:
a) Prevent a Card Holder from Passing his Card to a Second Person to Gain Entry in a Controlled Area
b) Second Entry Using the Same Card is Allowed Only After an Exit is Registered for Every Entry.
c)ACS should have two antipassback mode ; Anti-Pass Back Local & Anti-Pass Back global
d) ACS should have two type of policy ; Hard Anti-Pass Back & soft Anti-Pass Back
Personal Identification Numbers (PINs) The control panel shall support the use of card readers in conjunction with keypads, in which users are required to enter a PIN, followed by a card, to gain access.
Time Zones:
The control panel shall store up to 127 time zones:
-Each time zone shall include a start time, end time, day of week specification and holiday specification.
- Time zones may be assigned to cards via access levels to define when the card is allowed access.
-Time zones may be assigned to input points, to define when the input points are shunted (deactivated).
-Time zones may be assigned to output points (relays), to define when the output points are energized, for timed control of doors or devices.
Interlocking:
The user shall have the ability to interlock selected input and output points, in any combination. An interlocked input or output point shall take action based upon a change of state from another input or output point.
Holidays : The control panel shall recognize up to 250 holiday schedule & Restricted Holiday List.
Power Requirements 12 VDC @ 1.5 Amps
Biometric Reader

CPU	500Mhz DSP or better
Memory	8 Mb or more
Flash Memory	8 Mb or more
Fingerprint Sensor	500 DPI Optical Sensor
Operating System	Embedded Linux based system
Identification Speed	2,000 match in 1 second
Fingerprint Capacity	Min 10,000 template
Log Capacity	At least 50, 000 event in local reader memory
RF Card,	Mifare Card/ HID Prox
Operation Mode	Fingerprint, RF Card, RF card + Fingerprint
Network Interface	Ethernet/POE/WIFI/optional support for 2G/3G modem/ USB
Weigand	Weigand output
I/O contacts	REX and Door sensor, EM lock/ Door buzzer
Audio	Multi-tone buzzer
Power Supply	12V DC (Min. 500mA or above)
Dimensions	Should be not more than 60 X 170 X 40(W x H x D)
Operating Temperature	0°C to + 50°C (32°F to 122°F)
Certification	CE, RoHS, IP65

Access Control Credential.

The contactless smart card shall function as an access control card, used with access readers to gain entry to controlled portals and to hold identification information specific to theuser.

The contactless smart card shall be a passive device, with anoperating frequency of 13.56 MHz.

All radio frequency (RF) communication between card and reader shall be encrypted, using a secure algorithm.

The card reader shall comply with the following 13.56 MHZ related standard to ensure product compatibility support mifare smart card .

Access Controller

2-Door Controller General:
The control panel shall incorporate microprocessor-based, digital technology, using high speed processing for maximum reliability. The system shall use distributed intelligence architecture, with control panels operating independently of one another. All database information shall be stored at the control panel level and central server database. The controller shall be capable independently taking decision of card authorization in case of disconnection to the central server. Also, the central server shall be capable of authorization in case of unavailability of data in control panel. Software programs and control logic information used to coordinate and drive system hardware shall be stored in FLASH Memory. The system shall be flexible and modular in design, allowing easy expansion. The control panel shall have CE approvals

Multi Door Control Panel Configuration:

The control panel shall provide TCP/IP communication to the host software and RS-485 or TCP/IP communications to downstream panels.
The Ethernet and RS-485 multi-drop communication configurations shall be standard. The control panel shall be able to operate in local and shall be able to connect with Access Management Suite for remote configurations. The multi door control panel should support 255 Maximum Door Controllers. It should have the communication interface Ethernet or RS-485 (10/100 Mbps on Ethernet). It should have Built-in GUI/ Web interface for panel configuration.

Reader Interface:

The panel shall provide interfaces for the card readers. It shall operate with card reader that produces a standard Wiegand (Data 1/Data 0) /TCP IP communication output. The following requirements shall also apply: Each panel shall support two card readers, each of which may be up to 15 Meter from the panel

Input /Output port :

The control panel shall have Auxiliary Input and Output Port & Form C and SPDT Relay (Max 5A@24 VDC or 5A@230 VAC)

Card Readers/Keypads:
The control panel shall support card readers using Wiegand technology.

Card/Keycode Capacity:
The control panel shall store up to 1,00,000 card holder /key codes.

Buffer Capability:
The control panel shall support a buffered mode of operation. When operating in the buffered mode, the control panel shall store all transactions in memory, rather than transmitting them through the communication loop. The control panel shall transmit the buffered (stored) information upon request. The control panel shall support minimum 100,000 transactions and 1,00,000 card holders.

Cards (digits):
The control panel shall be capable of recognizing card numbers up to 12 digits in lieu of the standard Wiegrand card formats.

Local Anti-Passback:
a) Prevent a Card Holder from Passing his Card to a Second Person to Gain Entry in a Controlled Area
b) Second Entry Using the Same Card is Allowed Only After an Exit is Registered for Every Entry.
c) ACS should have two antipassback mode; Anti-Pass Back Local & Anti-Pass Back global
d) ACS should have two type of policy; Hard Anti-Pass Back & soft Anti-Pass Back

Personal Identification Numbers (PINs)
The control panel shall support the use of card readers in conjunction with keypads, in which users are required to enter a PIN, followed by a card, to gain access.

Time Zones:
The control panel shall store up to min 127 time zones:

-Each time zone shall include a start time, end time, day of week specification and holiday specification.

- Time zones may be assigned to cards via access levels to define when the card isallowed access.

Interlocking:
The user shall have the ability to interlock selected input and output points, in any combination. An interlocked input or output point shall take action based upon a change of state from another input or output point.
Holidays:
The control panel shall recognize upto 99 holiday schedule & Restricted Holiday List.
Power Requirements
12 VDC @ 1.5 Amps

Access Control Door Specification:

New Door Spec:
i) 42 Sq. Feet toughened Glass door (12 mm) with complete accessories.
ii)   25 Sq. Feet toughened Glass door (12 mm) with complete accessories.

Repairing Door details:
- 6 set shall have floor machine for wooden /glass type doors including accessories of floor machine (for 3 doors)
- 3 set shall have floor machine for wooden /glass type Doors including accessories of floor machine (for 3 doors)
- Repairing door shall have include patch fittings, floor matching repairing, hydraulic patch, overhead door clousersincluding accessories of overhead door closers (for 4 doors)

Access Control Door Lock :

a) U / L bracket with magnetic lock for each Door.

Visitor Management System :-

The visitor management system shall be PC based application running on Windows platform. The visitor management system shall either web-portal based or software-based application having facility for visitor pre-registration by feeding visitor details, visitor pass generation.
Once the visitor arrives, his/her photographs will be captured by webcam and will be stored in the visitor database in customized format as required by user along with

other details already feed during pre-registration.

In addition, Visitor Management Software shall allow the user to:

- o   Keep track of visitor entry &exit.
- o   A desktop version, which is used by the security guard to enter the details
      of the visitor.
- o   Track which employees have regular personalvisitors.
- o   Clearly identify visitors by category, to restrict access to vulnerable goodsand information.
- o   Generate end-of-day reports to ensure regulatorycompliance.
- o The system shall be capable of track live visitor status.

Visitor pre-registration

The system shall support:

- o   Visitor pre-registration to include security level approval
  - o   Visitor pre-registration by using FrontDesk, or through Web-based application.
  - o   Group/Event pre-registration, pre-loading of visitor picture, badge pre-printing, and arrival instructions.
  - o   Complete visitor registration processing within 60seconds.

Visitor information capture

The system shall support:

- o   Quick and complete capture of visitor information as an essential component for proper record keeping and securitychecks.
- o   Capture of visitor information using various hardware devices. The tasks that can be performed include capturing visitor photo or capturing visitor signature.
- o   Quick processing of large groups of visitors through queuing of captureddata.

Visitor badges generation

The system shall:

- o   Provide quick, cost-effective, and individualized badging as an essentialcomponent of proper visitoridentification.
- o   Various templates can be created for the pass.
- o   Allow printing of individualized visitor badges containing name, picture, expiration date, and valid accessareas.
- o   Customize badge templates for visitors, VIPs andcontractors.
  - o   Ink/laser printer
- o   Supports tight integration with Enterprise access software Security systemsthat allow the assignment of access control privileges card tovisitors

Visitor tracking

The system shall:

- o   Track events automatically by an accurate log as they relate to thevisitor's activities onsite.
- o   Track the number of times the visitor signs in and signsout.
- o   Support quick sign in and out using a card or biometric authentication.
- o   Provide proactive checking for expired visits and notification to hostsand visitors of expiredvisits.
- o   Provide web access to the visitormanifest.

Securitypolicies

The systemshall:

- o   Provide accurate and consistent application of securitypolicies.

- o Provide a means to view picture and a person's attributes, reason for being onthe watch list, and the action to be performed upon visitor'sarrival.

- o Check each visitor against his/her previous visitinformation.

- o Ensure that visitors sign out by tracking expired visits and informing theirhosts.

- o Allow host to extend a visit or assign host responsibilities to anotheremployee.

Host management

The system administrator shall:

- o Assign the capabilities available to employees based on theirrequirement.

- o Differentiate permanent and temporary employees; limit the number of dailyand concurrent visitorsperhost.

The Front Desk operator shall:

- • Assign temporary day cards in Enterprise access software for Enterprise access software employees who have forgotten theircard.

- • Be able to do a visual verify of the employee to their photo at the FrontDesk.

- o Print a visitor badge at a remote Front Desk. The system shall notify the hosting employee when their visitorarrives.

Installation

The system shall provide a simple installation process, including wizard-based installation, attended and unattended installation support, and batch import of employee data.

Flexibility

. The system shall support:

- o Configuration as a standalone or networked solution, single or multi-tenantfacility, or single or multiple facilitycompany.

- o Tailoring badge templates, notification rules, and security policies for each visitor category.

- o Customizing the data being tracked for each visitor category and customizedreport templates.

- o Synchronizing with online employee list through automated file import,Active Directory.

- o Configuring user interface including, but not limited to data views, actions, field names/types/default values, custom categories, and visit types, required or read- onlyfields.

System software requirements

Network capabilities

The system shall support LAN and WAN between facilities in same continent and single time zone, and which requires connectivity speeds of 100 Mbps or greater on WAN.

Concurrent licensing

The system shall support concurrent client workstation licensing. The system application shall be installed on any number of client workstations, and shall provide the ability for any of the client workstations to connect to the database server as long as the maximum number of concurrent connections purchased has not been reached.

Security key

The system shall only require an electronic activation to be present on the database server for the system to operate. The security keys shall not be required at the client workstations.

Software   suite   licensing

ExpressEdition

Express Edition is a single-workstation license that supports connectivity to registration devices such as cameras, signature pad . Express Edition supports up to 500 hosts and is compatible with Windows Seven or Microsoft Windows Ten

Such Edition includes full-featured visitor management with interfaces to cameras, signature pad,.Such Edition can be networked with up to 20 additional licenses for Front Desk, Visitor Management Software Web Centre for web-based pre-registration and Notify for real- time network notification are also available as options along with this Edition. 5,000 host licenses are included with Premier Edition. With add-on licenses, Such Edition can support up to 50,000 hosts, unrestricted Notify clients, and 25 concurrent Web Center logons.

Optional add-on licenses

The following add-on licenses can be obtained for Premier Edition:

FrontDesk

The system shall support optional add-on licenses to install additional number of FrontDesk applications in the system.

Add-on Host

The system shall support purchasing more licenses to increase the number of supported hosts above the 5,000 included in the premier edition. The maximum number of hosts in Premier Edition cannot exceed 50,000. Each person who may receive visitors is a host.

Facilitates visitor registration and can provide information such as visit agreements.

Web Center

Used by employees to pre-register their visitors and by authorized security personnel to view visitor traffic and validate visitor badges.

Notify

Informs host upon visitor's arrival through a pop-up application installed on each host's computer.

Relational database management system

The system shall support Microsoft SQL Server® 2005/2008 (32-bit) and Microsoft SQL Server 2005/2008 Express Edition. The software shall include Microsoft SQL 2008 Express on the product media.

Operating systems

The system shall support Microsoft windows Seven or Ten andand Microsoft Server 2008 / 2012/ 2016 Edition for server for clients/server.

Web servers

The system shall run on Microsoft IIS 5.1 and 6.0 web servers and shall be compatible with browsers IE6, IE7, and IE8.

Outlook Calendar integration

The system shall provide the Microsoft Office Outlook Calendar integration to allow the pre- registration of the visitors by means of the appointments created in Microsoft Outlook as retrieved from a Microsoft Exchange server.

Operational   requirements

Password

The system shall support both system-managed password scheme and Windows user accounts and policies. Windows passwords shall abide by Windows policies regarding user accounts. The system-managed passwords shall be encrypted and will require both alpha and numeric characters.

Information access

The system shall be capable of limiting operator access to sensitive information. The operators shall have proper authorization to edit the information.

Front Desk

The system shall support a Front Desk Windows application for receptionist-assisted registration of visitors. For some installations, the organization may also decide to allow the FrontDesk operator privileges to manage the list of hosts. Hosts are those people at the site who may receive visitors.

Features

The Front Desk application shall support the following features:

- o **Visitor pre-registration** – The Front Desk application user pre-loads visitors expected for a future visit. The Front Desk user enters the visitor's name, contact details, date(s) of visit, and planned host. The visitor information is compared against the watch list, and if a match is found the Front Desk user may choose whether to continue with the registration ornot.

- o **Visitor registration** – The Front Desk user can sign in expected (pre-registered) or unexpected visitors. If the visitor is unexpected, the Front Desk user enters the visitor's name, contact details, end date of visit, and planned host. The visitor information is compared against the watch list, and if a match is found the Front Desk user may choose whether to continue with registration ornot.

- o **Visitor authorization** – The Front Desk application can automatically contactthe host for visit authorization using the Notify application installed on each host's computer. The application runs as a service with an icon in the Windows notificationarea.

- o Front Desk user-assisted visitor sign in and sign out are supported for singlevisits and for visits that span multipledays.

- o Optional automatic sign out at the end of each day is supported throughtheSchedulerapplication.

- o Front Desk user can modify visit details during the visit, including durationand change ofhost.

- o **Group registration** – Front Desk operator can register a large number of peopleas a group and may add multiple visitors to the group. Front Desk operator may modify groups, delete groups, and import group members from a text file(.csv).

- o Default visitor searches support searching using the first name, last name, company name, sign-in date, and soon.

- o FrontDesk users can add new search definitions to meet businessneeds.

- o Assets
    - o Front Desk users can add or modify assets in thesystem.
    - o Front Desk users can sign assets in andout.

- o **Watch list**
    - o Front Desk user can add, modify, or remove visitors, hosts, or companies to/from watchlist.
    - o Each watch list entry may include validation of time (for example, establishing an enddate).

- o **Hosts**

- Front Desk user can add a new host during the registration process of a visitor to handle the unexpected cases of a missing host due to recent personnelchanges.
- Front Desk users can manage host list by adding, modifying, deactivating, and activatinghosts.
- Front Desk users can sign hosts out and in to reflect when they are in the facility and able to receivevisitors.
- Front Desk users can create, preview, and print host badges that can be used for temporarypurposes.
- Optional automatic e-mail or Notify notifications including register notifications, visitor sign-in notifications, and requests to authorize visits can be performed by FrontDesk.
- Front Desk user can use the notification history view to view the status of outstanding authorizations and to find out when the visitor notifications were sent out, in case the person has remained too long in thelobby.

- **Operator log on** – Visitor Management Software authentication and Windows authentication (uses identity of Windows users currently loggedin).
- **Regional settings** – Supports default date and time format for USA andUK
- **Optionalfeatures**

  Facility to:

  - Scan business cards or driver licenses to capture visitor's name and contact information from document in lieu of manualtyping.
  - Capture the visitor's written signature for electronicrecords.
  - Capture thephotograph.
  - Preview and print the visitor's badge when the visitor signs in for the first time. The Front Desk user can also reprint the badges or print a second badge for placement on the dashboard of the visitor'svehicle.

The system shall support a PC based Windows application that allows visitors registration. The following application shall support the following features:

- **Visitor Match** – Search name/host match - Search hostname.
- Not all hosts are displayed in the host list during the registration process duetosecurityconcerns.
- Supports capturing of visitor and hostphotos.
- Supports category selection by visitor using organization-definedcategories.
- Maintain a watch list of suspicious visitors or companies. While registering a visitor, the operator is warned about watch list visitorsorcompanies.

- Allows the operator to check the validity of pre-registeredvisits.
- Enables the employee to sign in to the premises using the temporarybadge.
- Allows the host or employee to authorize visitorregistration.
- Allows the host or employee to manually sign out thevisitor.
- Displays registered visit tohost/employee.
- Supports disabling of name matching to past visitors if desired forsecurity.
- **Employee Sign-In** – Visitor Management Software authentication, Windows authentication (uses identity of Windows user currently logged in).
- **Regional settings** – Supports default date and time format for USA andUK.

Reporter

The system shall support a Reporter application that permits the system administrator or operator to create reports of visit data.

Features

The Reporter application shall support the following features:

- Report configuration settingoption.
- Ability to modify the existingReports.
- Ability to add/remove criteria from thelist.
- Ability to import or load a predefined reporttemplate.
- Ability to modify the query used for retrieving the requireddata.
- Reports for entities such as assets, deliveries, employee, visit, watch, andgroup.
- Ability to specify additional Runtime filteroptions.
- Ability to save a report in HTML, PDF, CSV or RTFformats.
- **Operator log on-** Visitor Management Software authentication andWindows authentication (uses identity of Windows user currently loggedin).
- **Regional settings**- Supports default date and time format for USA andUK.

Badge Pre-Print

The system shall support a Badge Pre-Print application that allows the user to print visitor badges on a daily basis for the visitors expected during that day. Expected visitors are those who have beenpre-registered.

Features

The Badge Pre-Print application shall support the following features:

- Badge print option for pre-registered visitors prior toarrival.
- Badge pre-print machine log-on requires valid account only to authenticate to SQL database (governed by Microsoft SQL specs for log-ontypes).
- **Regional settings**- Supports default date and time format for USA andUK.

Scheduler

The system shall support a Scheduler application used for coordinating and executing automation activities within Visitor Management Software. It is set up by the Visitor Management Software

system administrator and needs to be run 24/7 on either the server or a client machine that remains logged on to the Visitor Management Software system. In addition, a user must be logged on to Windows on that computer.

Features

The system Scheduler application shall support the following features:

- System should have features to integrate with Microsoft Active Directory for import data through real time as well as manually.

- Automatic expiration of the Temporary Host list. When creating a Temporary Host, the host expiration date is mandatory. When the Schedule Job runs, if the valid period has expired for the Temporary Host, the Temporary Host is deleted from the database.

- Ability to close or sign-out the expired visit at the end of theday.

- Calendar integration with POP3 and secure POP3 protocol support for Microsoft Exchange to allow hosts to pre-register visitors via calendarinvite.

- Automatic watch deactivation based on the durationspecified.

- Ability to automatically decline the visits pending more than specifiedtime.

- Automated report generation as per the specification, and with e-mailsupport.

- Automatic backup of the database on a monthlybasis.

- Automatic incremental back up of the database on a weeklybasis.

- Ability to take any number of databases backup schedules.

- Scheduler machine log-on: Requires valid account only to authenticate to SQL database (governed by Microsoft SQL specs for log-ontypes).

- **Regional settings**- Supports default date and time format for USA andUK.

Web Center

The system shall support a Web Center web application that hosts can use to pre-register visitors. The Web Center application can be accessed through Internet Explorer 6, 7 and 8 browsers.

Features

The Web Center application shall support the following features:

- Allows hosts to pre-register visitors with designated visit location and viewactive visitors.

- Pre-registered visitors are compared to the internal visitor watchlist.

- Host may add their own watched persons to the deny visitorslist.

- Host can designate two alternate hosts in their profile for use across all visitors in the case that the primary host is unavailable. Alternative hosts are unable to pre- register visitors or modify existing reservations of the primaryhost.

- Administrator, Operator, and Host (employee) log-on: VisitorManagement Software authentication.

- **Regional settings** – Supports default date and time format for USA andUK.

Notify

The system shall support Notify application, which runs locally on host computers and provides notification of visitor arrival in the lobby. It can also be configured to require host approval before visitors are registered.

Features

The Notify application shall support the following features:

- o Notification of up to two alternate hosts specified at the time of visitorregistration if the primary host is notavailable.

- o Normal visitor notification with visit location displayed in thenotification.

- o Handles lapsed visit support and allows the host/employee to confirm or cancela visit.

- o Optionally, host/employee can opt to authorize or decline avisit.

- o Denied visitorlist.

- o Administrator, Operator, and Host (employee) log-on: Visitor Management Software authentication and Windows authentication (uses identity of Windows user currently loggedin).

- o **Regional settings-** Supports default date and time format for USA andUK.

Administrator

The system shall support an Administrator application used by the Visitor Management Software system administrator to configure the Visitor Management Software system, manage user accounts, and back up the Visitor Management Software database.

The Administrator application shall support the following features:

- o **Multisite version** - User can add *n* number of companies and companiescanhave*n* number of sites under them. Each company and its respective sites can be configured separately for business rules. All sites and server must be in the same time zone.

- o Employees can be added under companies/sites. Each employee can be assignedtoasite.

- o Employees are displayed in form of pages. This takes the load away from administrator in displaying the employee details and improvingperformance.

- o Employee logins can be configured under company, site and building level, hence improving security.

- o Supports unique badges for each company.

- o Links can be configured at site level.

- o A workstation may be either unassigned and will register guests for any company/site or a workstation can be assigned to a site or building within a site. If the workstation is assigned at site or building level, then that operator using that workstation may only register visitors for thatsite/building.

- o Supports customization of custom company images and logos for Kiosk andWeb Centre.

- o Provides an interface for configuring and schedulingtasks.

- o SMTP emailconfiguration.

- o Supports Front Desk UI XMLconfiguration.

- o **Administrator role log on**- Visitor Management Software authentication and Windows authentication (uses identity of Windows user currently loggedin).

- o **Regional settings-** Supports default date and time format for USA andUK.

Part4	Supported Hardware

The system shall support the following hardware devices:

- o Logitech C120 ,C170,C920 Webcam for visitor managament system.
- o Iball signature pad Take note A414 or Compatible signature pad.
- o Id badge printer Epson, HP, Brother or compatible for printing id badge System.
- o HP Deskjet 3630, HP LaserjetP1108 , Canon LBP2900 or compatible for visitor pass printing .
- o Workstation for visitor managamentsystem .
- o Configuration of VMS PC:
- o Intel core i3 or i5 or better processor.
- o Original Intel motherboard.
- o 4 GB RAM.
- o 1 TB hard disc.
- o Optical drive.
- o USB ports (min. 2 nos. at front and 4 nos. at rear)
- o Network adaptor-Integrated 10/100.

Electro Magnetic Lock:

1. The electromagnetic lock shall operate on 12V DC / 24VAC.
2. The Electro Magnetic lock shall have capability of holding force up to 600 LBS on single leaf & double leafdoor.
3. U / L bracket with magnetic lock for each Door .

Cable :

1. UTP 4 pair CAT 6 LAN cable (Make : D-link,Dglink)
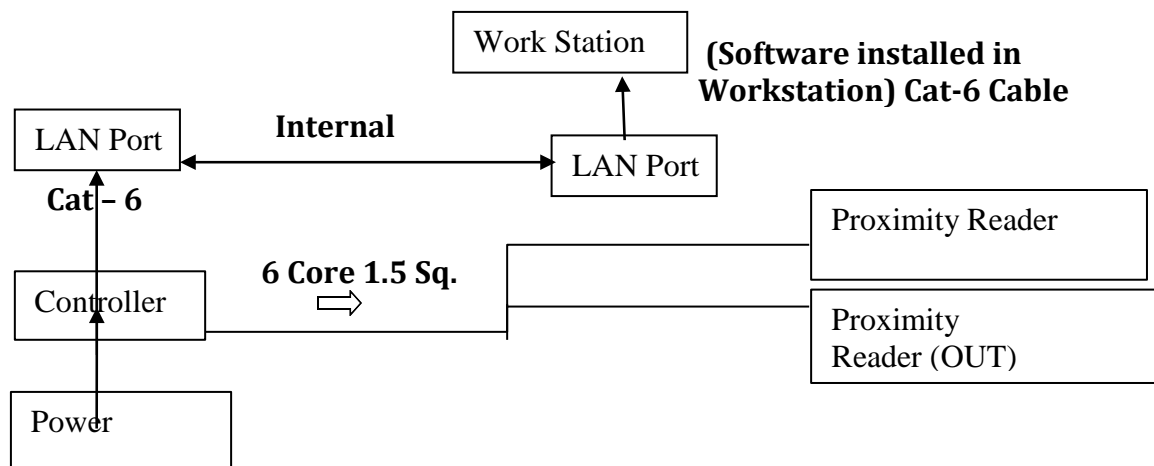2. 6 core 1.5 Armoured Cable (Make : Polycab,Delton,Mescab,Finolex)

Access Control Door Specification:

New Door Spec:

i)   42 Sq. Feet toughened Glass door (12 mm) with complete accessories.
ii) 25 Sq. Feet toughened Glass door (12 mm) with complete accessories.

Repairing Door details:

- 6 set shall have floor machine for wooden /glass type doors including accessories of floor machine (for 3 doors)
- 3 set shall have floor machine for wooden /glass type Doors including accessories of floor machine (for 3 doors)
- Repairing door shall have include patch fittings, floor machingreparing ,hydraulic patch , overhead door clousers including accessories of overhead door closers (for 4 doors)

```
                        ┌──────────────┐
                        │ Work Station │      (Software installed in
                        └──────────────┘      Workstation) Cat-6 Cable
                              ↑
┌──────────┐   Internal   ┌──────────┐
│ LAN Port │ ◄─────────►  │ LAN Port │
└──────────┘              └──────────┘        ┌────────────────────┐
  Cat – 6                                      │  Proximity Reader  │
    ↑                                          └────────────────────┘
┌────────────┐  6 Core 1.5 Sq.                 ┌────────────────────┐
│ Controller │ ────⇨──────────────────────────│ Proximity          │
└────────────┘                                 │ Reader (OUT)       │
    ↑                                          └────────────────────┘
┌────────────┐
│  Power     │
└────────────┘
```

2.0.0 GENERAL REQUIREMENTS

Inspection &Testing

The Engineer shall arrange for joint inspection of the installation for completeness and correctness of the
work. Any defect pointed out during such inspection shall be promptly rectified by the Contractor.

The installation shall be then tested and commissioned in presence of the Engineer and put on trial run for stipulated
contract period.

All rectification, repair of adjustment work found necessary during inspection, testing, commissioned and trial run shall be
carried out by the Contractor without any extra cost.

Commissioning the Trial Run

Following successful inspection and testing, the equipment shall be commissioned and put on trial run along with the main
plant in a manner mutually agreed upon based on the commissioning schedule of main plant.

The contractor shall assist the purchaser in commissioning and trial run with men and material as required and/or as
directed by the Engineer. Necessary materials for the same to be provided by the contractor at his own cost.

Taking over of Installation

On successful testing, commissioning and trial run, the Contractor shall request Engineer in writing for taking over the
installation.

Till such taking over, the responsibility of the whole installation against theft or damage of any kind shall remain with the
Contractor. In the event of any theft/damage to the plant prior to the complete taking over of the installation the contractor
shall arrange to lodge necessary F.I.R. with the local police authorities and provide all necessary help to the owner such
that the owner may raise suitable claims form its underwriters.

Training

Contractor should provide necessary training of Operation & maintenance of the proposed
Access Control System to Balmer Lawrie representatives after handing over the project at free of cost.

Guarantee

**In the installation if any trouble arises due to the use of defective or faulty material and/or bad workmanship
within a period of 12 months from the date of taking over, the Contractor shall guarantee to replace or repair the
defective part or parts at site to the entire satisfaction of the Engineer free ofcharge.**

3.0.0 SPECIAL TOOLS &TACKLES

A set of special tools & tackles supplied by different manufacturers of Equipment which are necessary or convenient
for erection, commissioning, and maintenance and overhauling of the equipment may be made available to the
Contractor at the discretion of Engineer.

4.0.0 DRAWINGS, DATA ANDMANUALS

Drawings, data and manuals shall be submitted in triplicate after awarding PO and in quantities and procedures as
specified in the General Conditions of Contract and/or elsewhere in this specification for approval and subsequent
distribution after the issue of Letter of Intent.

To be submitted for Approval and Distribution

Dimensional General arrangement drawings showing constructional features, fixing arrangement of the total system, bill of
materials and accessories.