

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

“Provision of Access Control System & Security walk through Gate

March , 2017



Submission Date for Sealed Bids: 29th March, 2017 (11:00 AM)

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<u>Table of Contents</u>	<u>Page No</u>
1-Background	2
2-Invitation to bids	2
3-Instruction to bidders	2
4-Conditions for eligibility	2
5-Scope of job For Security walk through Gate	3
6-Scope of job For Access control system	4
Components of an access control system:	4
Technical requirements	5
Software	5
Hardware	5
7-Terms of References	7
8-Guidelines	8
9-Technical Proposal evaluation criteria	9
11-Financial Evaluation	9
12-Type of Contract	9
13-Performance Guarantee	10
14-Declaration	10
15-Submission of Bids (Technical and Financial Proposal)	10
a- Cover Letter for the Submission of Technical Proposal and Financial Proposal	10
Annexures	12
Annex – A “Organization Information”	12
Annex – B “Eligibility Response Checklist”	13
Annex - C “Relevant Experience”	14
Annex - D “Key Management Staff Information”	15
Annex – E “Technical Evaluation Criteria”	16
Annex – F “Staff Experience” (only for Access Control System)	18
BOQ Worksheet	19
Annex-H “Financial Proposal”	20

1- Background

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab in partnership with Department for International Development (DFID) UK. Punjab Skills Development Fund is governed by an independent Board of Directors.

2- Invitation to bids

Punjab Skills Development Fund (PSDF), a not for profit company invites sealed bids / proposals for the provision of Access Control System and Security Walk Through Gate from tax registered and experienced security equipment providers.

Note: Any bidder can bid either only for one item or both i.e. Access Control System and Security Walk through Gate.

3- Instruction to bidders

The selection of firm will base on Quality Cost Based Selection method. PSDF will adopt single stage two envelopes bidding procedure.

The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”. In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the PSDF. The PSDF shall evaluate the technical proposal in the manner prescribed in the section - 7 given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the PSDF shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of PSDF evaluation criteria as provided in section “Technical Proposal” and “Financial Proposal” of the document.

The scope of activities set the basis of technical approach to be adopted by the potential bidders. The bidders who will get at least 65 % marks in technical evaluation will be called for financial bid opening.

4- Conditions for eligibility

The successful bidders, fulfilling the following criteria, will be considered as eligible bidders for the bidding process.

- i. The firm must have local presence and registered office in Lahore.
- ii. The firm must be regular tax-payer having NTN, GST and PNTN.
- iii. The firm must at least five (5) years of experience in provision and installation of Access Control System and/or Security Walk through Gates.
- iv. Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution.

Kindly fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

- Annex – A: Organization Information
Annex – B: Eligibility Response Checklist
Annex – C: Relevant Experience of the Organisation
Annex – D: Key Management Staff of Firm
Annex – F: Staff Experience

And also sign the declaration form at the end of document and attach with your other documents. For further information and any query please contact the person below:

Assistant Manager Procurement
Punjab Skills Development Fund
21-A, H-Block, Dr. Mateen Fatima Road,
Gulberg-II Lahore –Pakistan
E-mail: hashim.hussain@psdf.org.pk
Tel: 042-35752408-10
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5- Scope of job For Security walk through Gate

The complete scope of job is mention below. The bidding organisations are requested to go through the document and understand scope of job completely. The PSDF wishes to appoint a reputable service provider for Security walk through Gate in order to have a smart security solution with quality.

Security walk through Gate should have following key areas;

SPECIFICATIONS OF WALK THROUGH METAL DETECTOR GATES

- Pinpoint Detection Capability (Left, Center & Right)
- 18 Independent Distinct Zones (6 Horizontal Zones & 3 Vertical Zones)
- Pinpoint Detection Display on Header (Left, Center & Right)
- Triple Display (1st Display on Header & 2nd Display on Front Side of The Both Panels & 3rd Display on Back Side of The Both Panels)
- Triple Traffic Counter (In Counter, Out Counter & Alarm Counter)

- Traffic Pacing Stop & Go Symbols.
- Operating Temperature -0C° to 65C° degree Centigrade.
- Make: USA or Europe
- Power Supply Fully Automatic (100 to 240 VAC)
- Coating: Manufacturer lamination weather proof coating
- Warranty: 2 years comprehensive onsite warranty with labor and parts
- Sensitivity Level -99 to +99
- 2-4 Hours Battery Back-up.
- IR Sensor For Outside Interference Protection.
- Password Protection For Unauthorized Access.
- LED display on The Header Panel as well as on The Side Panels
- Integrated Floor Mounting Boots.
- Archway Inside: 75cm Wide 200cm Height 50cm Depth
- Overall Outside: 87cm Wide 220cm Height 50cm Depth
- Effect on Human Body Harmless to pregnant women and heart peace makers

6- Scope of job For Access control system

Access control system is an integrated solution that consists of hardware and software designed to control entry into selected areas and manage movement of people/vehicles within. The system is designed to increase security by defining access permissions based on area and time for each user and maintaining a log of all events.

Components of an access control system:

Software: Used to adjust all parameters of the system, control hardware, display events related to movement of users, alarms, and operation of hardware devices. The software is also used for storing all events in the database and generating reports based on requirements defined by an operator.

Electromechanical hardware:

- Electric locks

Electronic hardware:

- Controllers: receive settings from software and control the electromechanical hardware of the system.
- Contactless readers: read unique numbers of identification cards/tags and forwards the numbers to controllers.
- Fingerprint readers: scan fingerprint images, compare them with the templates stored in the internal reader database (or on a smart card) and send the verification results to controllers.

System users:

- Operators: responsible for administrating the system, creating new users, issuing cards and performing other regular daily tasks.
- Installers: responsible for installing, programming, maintaining and troubleshooting the system.
- Users: regular staff of the company, with permanent or long-term ID cards (or PINs), who use the system to gain access to certain building areas as configured by operators.
- Visitors: people that are not employed by the end-user company, but still have rights to access certain areas (contractors, visitors, delivery people, etc.).

Technical requirements

Software

1. There shall be no limitations on the number of PC workstations, readers and alarm inputs.
2. The number of cards/users shall be limited only by memory available in hardware.
3. At least 3 active cards per user shall be supported.
4. At least 8 access levels per user shall be supported.
5. Access levels should be assigned to a user, not to a card, in order to help issue a new card in a fast and easy manner, without reassigning access levels.
6. The software shall have the ability to produce the following report types: system and alarm event reports, user reports, hardware configuration settings, access level reports, employee time & attendance reports.
7. The reports shall be available in Adobe PDF and MS Excel formats.
8. Report filters must be convenient and user friendly: allow operator preview user photos, content of access levels, hardware settings and time zone configuration.
9. The software shall support an unlimited number of building floor plans.
10. The software shall have the ability to automatically display photos and additional information about users as they enter/exit through doors.
11. The software shall be available in the official language(s) of the country where it is being installed.
12. The software shall facilitate integration with other systems of the building.
13. The software shall have the ability to transfer entry and exit events to HR systems with the purpose of work time calculation.
14. The software shall store information and provide reports about visitors and appointments.

Hardware

1. The hardware shall support open architecture. Communication protocols shall be available to system integrators and software development companies in order to protect end-users from being constrained to a single brand of hardware or software.
2. The hardware shall support all industry standard readers.

3. There shall be at least 2 types of controllers: (a) for one door with an entry reader and an exit button and (b) for one door with two readers (entry and exit) or for two separate doors with entry readers and exit button.
4. There shall be an IP-reader available. The IP-reader shall integrate a contactless card reader and controller in a single body, designed for surface mounting on a wall or a door frame eliminating the need for enclosures.
5. Each controller and IP-reader shall have a standard RJ-45 network port for communication with software and other controllers.
6. Controller and IP-reader shall support standard Ethernet 10/100BaseT network and TCP/IP communication protocol.
7. Controllers and IP-readers shall use Linux operating system and accept firmware upgrades via network.
8. All system parameters including card numbers, PINs, access levels, time schedules, holidays and operations modes shall be stored in controller and IP-reader memory and not affected in case of a power loss.
9. IP-reader shall have the following inputs and outputs:
 - i. Exit button input
 - ii. Door contact input
 - iii. Auxiliary alarm input
 - iv. Tamper sensor and tamper input
 - v. Inputs for monitoring AC power and backup battery state. There should be an option to reconfigure these inputs to function as general purpose inputs.
 - vi. Relay for controlling an electric lock.
 - vii. General purpose auxiliary output relay.
10. One-door controller shall have the following inputs and outputs:
 - i. Power output for the reader
 - ii. Outputs for controlling LEDs and beeper of the reader
 - iii. Exit button input
 - iv. Door contact input
 - v. Auxiliary alarm input
 - vi. Tamper input
 - vii. Inputs for monitoring AC power and backup battery state. There should be an option to reconfigure these inputs to function as general purpose inputs.
 - viii. Relay for controlling an electric lock.
 - ix. General purpose auxiliary output relay.
11. Two-door controller shall have the following inputs and outputs:
 - i. Power output for two readers
 - ii. Outputs for controlling LEDs and beepers of the readers
 - iii. Two exit button inputs
 - iv. Two door contact inputs
 - v. Two auxiliary alarm inputs
 - vi. Tamper input

- vii. Inputs for monitoring AC power and backup battery state. There should be an option to reconfigure these inputs to function as general purpose inputs.
 - viii. Two relays for controlling an electric lock.
 - ix. Two general purpose auxiliary output relays.
12. Relays of controllers and IP-readers should support two modes of operation: (a) dry contact and (b) powered mode, whereas power to the lock is provided via relay contacts this way simplifying wiring and eliminating the need for an additional power supply.
13. In case the main PC of the system fails, controllers and IP-readers shall accept a connection from a laptop in order to diagnose the problem, change settings or control peripheral devices.
14. In case of an alarm controllers and IP-readers shall initiate communication and provide timely notifications to operators. Hardware that does not initiate communication and needs to be polled frequently will not be acceptable due producing needless traffic on the network and processing load on the PC.
15. The system shall support biometric IP-readers with the following or better specifications:
- i. 25,000 fingerprint template storage capacity
 - ii. 1-to-many verification in less than 1 second (with the database of 3000 users)
 - iii. 1-to-many verification with the database of 9000 users.
 - iv. 500,000 event storage
 - v. Built-in USB, RS-232/485, LAN and WLAN communication ports
 - vi. Selectable operation modes: fingerprint, fingerprint + card, finger print.
 - vii. Door contact and exit button inputs
 - viii. Lock control relay

7- Terms of References

- a) Successful bidder will work with close coordination of PSDF admin team. All the services will be checked and verified by PSDF admin team.
- b) The bidder shall, at his own expense, obtain for himself, on his own responsibility, all information that may be necessary for preparing the tender and entering into contract, and shall determine and satisfy himself by such means as he may consider necessary or desirable as to all matters pertaining to the tender.
- c) The bidder shall also satisfy himself before submitting his tender as to the nature of grounds.
- d) PSDF shall not assume any responsibility regarding information gathered interpretation or deduction, which the bidder may arrive at, from the date that may be furnished with the contract documents.

- e) The firm will not be reimbursed for any costs of any kind, whatsoever, incurred in connection with the preparation and submission of his tender.
- f) Failure to comply with any terms and conditions in the tender document and contract given out to the successful bidder could incur imposition of penalties as spelled out lately in the contract.
- g) All payments will be done as per PSDF rules within a week, after verification of satisfactory services.
- h) Mention timelines to complete installation. Also mention working days and off days.

8- Guidelines

- a) PSDF will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids. The bidders are recommended to visit PSDF office to have a look at Files prior to bid. It is compulsory to see all the files available in PSDF office. PSDF will not be responsible if the bid rejected owing to not going through the files.
- b) Only short-listed applicants fulfilling the eligibility criteria will be considered for technical evaluation. From which the financial proposal of technically qualified bidder, will be opened for financial evaluation.
- c) All documents and information received by PSDF from applicants will be treated in strictest confidence. Documents submitted to PSDF will not be returned.
- d) All expenses related to participation in this tender document shall be borne by the applicants.
- e) The closing date and time for receipt of technical proposal is **29th March, 2017 (11:00 AM)** and will be publically opened on same day i.e. 29th March, 2017 (11:30 AM) in the conference room PSDF Lahore Office, in the presence of the interested bidders or their representatives who may wish to attend.
- f) Proposals received thereafter will not be accepted.
- g) PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- h) PSDF reserves the right to verify any information provided by the applicants.
- i) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB **22nd March, 2017**. For any other related information please contact the undersigned.

Postal Address

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9- Technical Proposal evaluation criteria

This tender document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – E.

10- Financial Proposal

Financial proposal will be prepared as per format provided in Annex – H. The quoted price shall be:

- a) Best / final / fixed and valid until completion of the Contract i.e. not subject to variation /escalation;
- b) In Pak Rupees;
- c) Inclusive of all taxes, duties, levies, insurance, freight, etc. Mention all applicable taxes separately as well.
- d) If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

11- Financial Evaluation

The financial proposals of only those technically responsive bidders who will obtain minimum sixty five percent marks will be opened. A combined evaluation of the technical and financial proposals will be carried out by weighting and adding the quality and the cost scores. The weight for quality is eighty percent with twenty percent given to cost and the firm obtaining the highest combined score will be invited for negotiations. Cumulative cost of all three floors required in financial proposal will be taken for evaluation.

12- Type of Contract

The type of contract will be lump sum contract for number of files to be stored and associated with penalties on time and quality of services.

13- Performance Guarantee

A performance guarantee i.e. 10% of contract value in the form of valid bank guarantee will be submitted by successful bidder at the time of signing of contract.

14- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

15- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with CDR (5% of contract value); all required information and documentary evidences may be submitted before 11:00 AM on 29th March, 2017. Technical proposals will be publically opened on the same day i.e. 29th March, 2017 at 11:30 AM in the presence of bidder's representatives who wish to attend it.

a- Cover Letter for the Submission of Technical Proposal and Financial Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Technical Proposal and Financial Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note: The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

Annexures

Annex – A “Organization Information”

Form A: Firm Profile			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General Sales Tax Number		
	PRA Sales Tax Number		
4	Core business area/s of the organization		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Partnership Firm	
		Sole Proprietor	
	Others (Please specify)		
6	Name and designation of ‘Head of Organization’		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of ‘Contact Person’:		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annex – B “Eligibility Response Checklist”

Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	The firm must have local presence. Has your firm a registered office in Lahore?	Yes	
		No, (then justify how will you manage the project)	
2	Attach copies of last tax return		Copies Attached
			Copies Not Attached
3	Mention National Tax Number (NTN) or General Sales Tax (GST) and Punjab Revenue Authority (PRA) registration in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General Sales Tax (GST)	
		PRA Registration	
4	Has your firm five (5) years of experience in Access Control System and/or Security walk through Gate		Yes (attach copies of work orders or contract)
			No
5	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm’s authorised person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.

Undertaking: Information provided above is correct and I am willing to offer my services for the assignment mentioned above.

Name of person with signatures _____

Annex - D “Key Management Staff Information”

Form ‘C’: Key Management Staff Information (Sheet 1¹)				
Sr. #	Required Information		Response	
1	Name			
2	Position			
3	Firm Name			
4	Age			
5	Years of association with the firm			
6	Core professional area of work			
7	Assigned tasks in this firm			
8	Please name one Record Management project undertaken by the individual			
9	Specify the scope & size of the project (total budget, quantum of work etc.)			
10	Specific role of the individual in this project			
11	Please provide information on additional experience in Access Control System and/or Walk through Gates projects			
	Position	Employer	Duration	
			From	To
12	Educational Qualifications			
	Degree/Diploma/Certificate	Year	Institution	Speciality

¹Please mark the other two sheets as Sheet 2 and Sheet 3 respectively for each individual.

Annex – E “Technical Evaluation Criteria”

Sr. No.	Description	Total Points	Category Points	Remarks
1	Relevant Experience of Firm	15		Copies of or contracts are required
	Experience of Access Control System and or Security walk through Gate if more than 10 years		10	
	Experience of Access Control System &/or Security walk through Gate If equal to or more than 7 years but less than 10 years		7	
	Experience of Access Control System &/or Security walk through Gate more than 5 years		5	
2	Experience with Govt, Semi Government, International or Autonomous bodies			Copies of contracts are required
	If greater than 3 years		5	
	If less than 3 years but greater than 1 year		3	
3	Current Contracts	10		
	Currently working with at least 5 clients for Access Control System &/or Security walk through Gate		5	Copies of or contracts are required
	If currently working with more than 5 clients for Access Control System &/or Security walk through Gate		10	
4	Financial Capability (not for walk through gate)	15	-	15
	Annual Turnover of firm should be greater than 35 millions		15	Copy of last financial audit report done by ICAP/SBP registered auditing firm or tax return is required.
	If less than 35 million but greater than 30 million		10	
	If less than 30 million but greater than 20 million		7	
	If less than 20 million but greater than 15 million		5	
	If less than 15million		0	
5	Company (not for walk through gate)	10		Share Copy of registration or letter of
	Offices of company in more than 3 cities		10	

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	including Lahore, Karachi, Islamabad			incorporation
	in Lahore, Karachi, Islamabad		5	
	In two cities including Lahore		3	
	Only in Lahore		1	
	Professional qualification or certification		03	
5	Clients With Company	15		
	Number of total clients if 10 and above		10	Company profile showing the total clients. Or detail of clients on company letter head with sign and stamp by authorities. Company profile showing the total Govt clients. Or detail of clients on company letter head with sign and stamp by authorities.
	If 7 and above		7	
	If 5 and above		5	
	If less than 5		0	
	Number of Govt, Semi Govt, International or Autonomous clients, If 5 and above		5	
	3 and above		3	
	Less than 3		0	
	Quality (not for walk through gate)	20		Attach copy of certificate
	Access Control System & Security walk through Gate related ISO certification, if one		10	
	If more than one		15	
	Response Time in case of malfunctioning			
	Urgent response time if equal to or less than 4 hours		5	Statement on letter head
	If greater than 4 hours		0	
	Working Staff	15		Company Profile showing the number of working staff on company letter head with sign and stamp by authorities.
	Total number of working staff held with the company in total 20 or above		15	
	10 and above		10	
	7 and above		7	
	5 and above		5	
	Less than 5		0	
	Total Points Awarded	100		
Attachment of relevant evidences in each case is mandatory. In case of non-compliance no mark will be awarded.				

Annex – F “Staff Experience” (only for Access Control System)

S #	Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

May like to add more columns

BOQ Worksheet

Line	Item	Quantity
1	Access Control Panel	2
2	Reader	12
3	Electric Magnet Locks	15
4	Exit Push Botton	12
5	Cards for Access control system (Printable)	100
6	Printer with driver & Software for printing cards	1
7	Card Printer Ribbon	1
8	Cable Cat 6 (roll)	2
9	Locks Brackets	8
10	Complete system installations & wiring	1
11	DB Box Wall Mount	1
12	Pvc duct per running feet	200
13	1 KVA UPS (imported) With built in battery (1 Year warranty) Pure sine wave	1

Note: Share Flow chart, Logical Diagram or hierarchy diagram of Access Control System

Annex-H “Financial Proposal”

Material:

S/N	Item	Quantity	Unit Cost without taxes	Applicable taxes
1	Access Control Panel	2		
2	Reader	12		
3	Electric Magnet Locks	15		
4	Exit Push Botton	12		
5	Cards for Access control system (Printable)	100		
6	Printer with driver & Software for printing cards	1		
7	Card Printer Ribbon	1		
8	Cable Cat 6 (roll)	2		
9	Locks Brackets	8		
10	DB Box Wall Mount	1		
11	pvc duct per running feet	200		
12	1 KVA UPS With battewry (1 Year warranty)	1		

Services

S/N	Item	Quantity	Unit Cost without taxes	Applicable taxes
1	Complete system installations & wiring	1		