

TOROPERATION & MAINTENANCE OF ACCESS CONTROL SYSTEM INSTALLED AT  
OGDCL HOUSE

1. OGDCL intends to acquire the services of a company for O & M of integrated Access Control system installed at its Head office Islamabad. The contract would be valid for 02 years with the condition to extend with mutual consent. The job includes:-

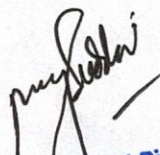
- Operation & Management of Access Control system for access of employees and Visitors Management system through verisys integrated with CNIC verification.
- Management Automated time attendance system.
- Management of system's integration with the HR department and the HODs of all the departments for their respective employee's detail.

**Equipment installed at OGDCL HO**

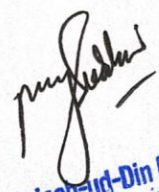
- 08 turnstiles with readers on entry and exit sides are installed at the ground floor main entrance, 01 turnstile installed on B2 floor and 01 turnstile installed at the F-8 Medical Center.
- All access control components i.e. Turnstiles, readers, emergency door release and locks are connected with panels installed in electrical rooms.
- The main control panel i.e. LNL-3300s are connect via static IP addresses to the LENEL OnGuard server installed at the control room.

**1. The following Applications are installed on the HP servers**

- Lenel OnGuard
  - **System Administration**
    - Capturing photos
    - Card encoding
    - Activating and deactivating cards.
    - Assigning access levels to card holders
    - Printing cards etc
  - **Alarm Monitoring**
    - Show events and alarms when user swipe their card on installed equipments.
    - Trace cardholders for data verification.
    - System tree
  - **Badge Designer**
    - Design card layouts for different badge types.

  
**Najeeb-ud-Din Muhammad**  
Dy. Chief Engineer (Elect.)  
Administration Department  
OGDCL Head Office, Islamabad.

- **Visitor Management**
  - Client visitor management software configured in user's systems where the users can send their visitor requests to front desk installed in Reception.
- **SQL Server 2008 R2**
  - Access Control Database
  - Database Backup
  - All cardholders data sync to database
- **Customized Application**
  - **Attendance Management System**
    - Data synchronization
    - Sync employee data
    - HR Updates
    - HR Changes History
    - Employee Current Data
  - **Attendance Management**
    - Manual attendance
    - Process data
    - Day end
    - Reverse Day
  - **Attendance Reports**
    - Time attendance
    - Non-Employee attendance
    - Employee time variation
    - Late arrival
    - Late sitting
    - Early checkout
    - Short time
    - Daily attendance
    - Daily attendance summary
    - Discrepancy Report
    - Manual attendance list
    - Attendance status
    - Employee list
    - Attendance analysis
    - Movement Record
  - **Visitor Verification**
    - Verify data
    - Validate CNIC Data
  - **Visitor Reports**
    - CNIC Verification

  
**Najeeb-ud-Din Muhammad**  
Dy. Chief Engineer (Elect.)  
Administration Department  
OGDCL Head Office, Islamabad.

- Host Visitor Reports
- Overstayed Visitor Reports
- Most Frequent Visitor Reports
  
- **Admin**
  - User Groups
  - Group Permissions
  - Making Users
  - Change Passwords
  - Process setup
  - Assigning multiple Departments
  - Database backup
  
- **Staffing requirement**
  - Control Room Staff
    - Minimum qualification FA/BA
    - Ability to use Microsoft Windows Operating system with ease
    - Basic hardware troubleshooting skills
  
  - Maintenance Staff
    - Minimum DAE electrical/electronics
    - Knowledgeable about LENEL Low Voltage hardware panels
    - Experience in installation of LV security system

**3. Terms & conditions for the bidders**

1. Contractor should be manufacturer certified with LENEL OnGuard Software.
2. Contractor should have experienced team of database platform like Oracle/ MS SQL (with ODBC driver).
3. Contractor should have an existing reference of Operation and Maintenance of LENEL equipment.
4. Contractor should have critical LENEL Access Control parts available for immediate replacement (like Power supplies, Card readers, Panel Board(3300,320), Encoder(Card activator).
5. Experienced team of Microsoft SQL Database system administration and troubleshooting of any possible errors.
6. Backup/Restore/Archive mechanism on regular intervals.
7. Skillful staff for day to day maintenance such as lock adjustments etc.
8. Enough technical manpower to work round the clock for maintenance/service of the equipment throughout the week as per requirement. Operation staff should be available in office timings and will be deputed in case of any emergency as desired by OGDCL.
9. Integration with the HR and data import/export facility with every department as required/asked.

*Muhammad Najeeb*  
**Najeeb-ud-Din Muhammad**  
 Dy. Chief Engineer (Elect.)  
 Administration Department  
 OGDCL Head Office, Islamabad.

10. Management of Software Access Security as different levels of security.  
 11. Contractor should be capable of customizable reporting capabilities.  
 12. Monthly payment will be made on verification of invoices by OGDCL rep.

#### 4. Technical Evaluation Criteria

Sr. No.	Description	Max. Marks	Criteria
1	Firm's years of service (01 marks for each year)	15	Firm with 10 years and above experience will be awarded max marks.
2	Technical Manpower (Size of the company) (CVs of employees to be provided).	15	Experienced team of Microsoft SQL Database system administration and troubleshooting any possible errors. Should have experience of an Open database platform like Oracle/ MS SQL (with ODBC driver) Largest firm in terms of technical manpower will get maximum marks. (CVs of employees to be provided).
3	List of similar services being delivered (Agreement/Contract copies to be provided)	30	10 marks will be awarded for each deployment.
4	After sale services support so that Contractor should have critical <u>LENEL Access Control parts</u> & technical team available for immediate replacement	15	Adequate <u>LENEL Access Control parts be available at the</u> after sale services support center (complete address be mentioned).
5	Certification from Manufacturer of LENEL OnGuard software	15	Contractor should be manufacturer certified with LENEL OnGuard software
6	NTN/GST Registration	15	Valid NTN/GST certificates will get max marks
	<b>Total marks</b>	<b>100</b>	<b>Qualifying Score over all is 70% whereas 60% must be in each category.</b>

#### 5. Financial Evaluation Criteria

S#	Description	Rate(Rs.)
1	Monthly cost (lump sump) for the Operation & Maintenance of Access Control system installed at OGDCL H.O buildings Islamabad.(price exclusive of PST/ICT)	
2	Two years cost , Total amount, PKR::	

Note:-

- Bid shall be submitted on Single stage Single Envelope bidding procedure
- Contract will be awarded to the technically qualified and financially lowest bidder.

  
**Najeeb-ud-Din Muhammad**  
 Dy. Chief Engineer (Elect.)  
 Administration Department  
 OGDCL Head Office, Islamabad.

## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

Bids against this tender are invited on 'Single Stage One envelop'

### **AMOUNT OF BID BOND:**

Bid Bond /Bid Security amounting to PKR: **100,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

### **BID PRICE:**

- i. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.
- ii. The prices should be quoted in PKR and payment shall be made on monthly basis through verified invoices.

**(This clause will be prevailing instead of Master Tender document "ITB" clause # 06(ii) 'BID PRICE')**

- iii. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

### **MANDATORY REQUIREMENT**

**For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -**

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO WITH INCOME TAX CERTIFICATE
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (services) uploaded on OGDCL's website ([www.ogdcl.com](http://www.ogdcl.com)) is the integral part of this TOR.

**Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.**

**Following is the link for Master Set of Tender Documents for Services:**

file:///C:/Users/OGDCL/AppData/Local/Temp/Tender%20Document%20Services  
%20Press%20for%20Webloading-  
Discount%20clause%20added%20dated%202011-08-2020.pdf