



**OIL INDIA LIMITED**  
(A Government of India Enterprise)  
P.O. Duliajan - 786602, Assam, India  
E-mail : material@oilindia.in



OIL INDIA LIMITED invites Indigenous Competitive Bid through its e-Procurement portal - [https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/!](https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/) for following e-tenders :

1	2	3	4	5	6
E-Tender No.	Material Description	Quantity	Bid Closing date	Single Order Value (Rs. Lakhs)	Annual Turnover (Rs. Lakhs)
SDI 5745 P10	SODIUM FORMAT	14000 BAGS	17.12.2009	152.50	305.00
SDI 5734 P10	SECURITY ACCESS CONTROL	1 SET	24.12.2009	64.40	128.80

1.0 Tender fee (non-refundable) of **Rs. 1,000.00** per tender (excepting PSU's and SSI units registered with NSIC) by D/Draft in favour of M/s Oil India Limited and payable at Duliajan is to be sent to **Head-Materials, Oil India Limited, P.O. Duliajan, Assam-786602** only. **On receipt of requisite tender fee and subject to fulfillment of eligibility criteria mentioned below, USER\_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL's e-Procurement portal. No physical tender documents will be provided.**

**NOTE:**

**a) AGAINST ETENDER NO. SDI 5745 P10, USER\_ID AND INITIAL PASSWORD WILL BE ISSUED TILL ONE WEEK PRIOR TO THE BID CLOSING DATE.**

**b) AGAINST ETENDER NO. SDI 5734 P10, USER\_ID AND INITIAL PASSWORD WILL BE ISSUED TILL 15 DAYS PRIOR TO THE BID CLOSING DATE.**

2.0 The details of NIT can be viewed using "Guest Login" provided in the e-Procurement portal. The link to OIL's e-Procurement portal has also been provided through OIL's web site [www.oil-india.com](http://www.oil-india.com)

3.0 To be eligible for participation in the above tenders the applicant must meet the following qualifying criteria (documentary evidence to be provided):

i) Successful execution of a single order of value not less than the amount shown under column No. 5 above for supply of similar items during last five years.

ii) Annual turnover of the firm in any of the last three financial years or current financial year should be more than the amount shown under column No. 6.

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**OIL INDIA LIMITED**  
(A Government of India Enterprise)  
PO : Duliajan – 786602  
Assam (India)

TELEPHONE NO. (91-374) 2808729  
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TENDER NO. SDI5734P10

DATE: 04/11/2009

INVITATION TO e-BID UNDER SINGLE STAGE TWO BID SYSTEM

Dear Sirs,

OIL invites Bids for PROCUREMENT OF SECURITY ACCESS CONTROL – 1 NOS through its E-Procurement site. The bidding documents and other terms and conditions are available at Booklet No.MM/LOCAL/E-01/2005. The prescribed Bid Forms for submission of bids are available in the tender document folder.

The general details of tender can be viewed at ‘General Data’ in Bid invitation screen. The details of items tendered can be found by clicking to ‘Item data’.

The tender is invited with firm price for the specified quantity. Further details of tender are given below:-

1. Details of Items with Quantity and Unit of measure are as under:

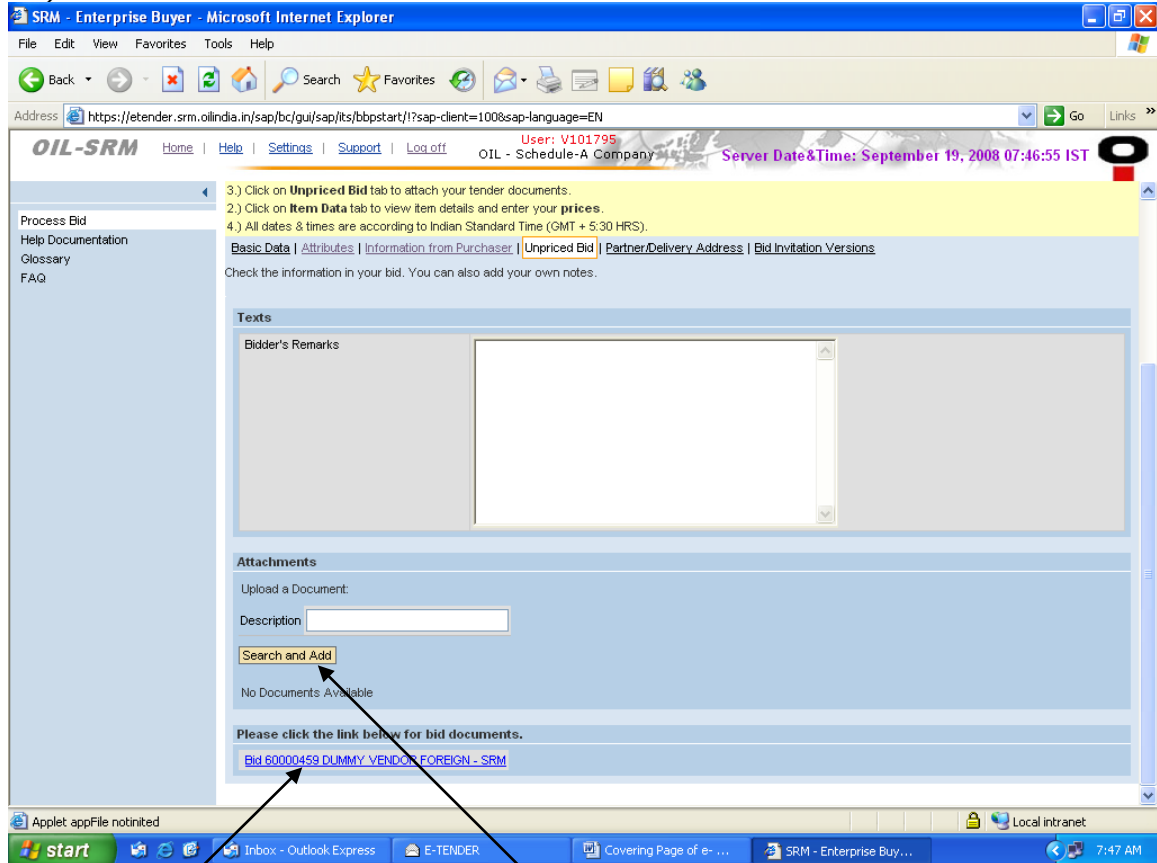
Item No.	Description	Quantity
10	SECURITY ACCESS CONTROL SYSTEM WITH INSTALLATION COMMISSIONING ,TRAINING & AMC CHARGES	1 Set

(Detail Specification & Quantity of above items are shown in ANNEXURE-I TECHNICAL SPECIFICATION)

2. To be eligible for participation in the above tender the applicant must meet the following qualifying criteria (documentary evidence to be provided):

- i). Successful execution of a single order of value not less than Rs 64.40 Lakhs for supply of similar items during last five years.
- ii) Annual turnover of the firm in any of the last three financial years or current financial year should be more than Rs 128.80 Lakhs.

3. The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The bidders are required to submit both the “TECHNICAL” and “COMMERCIAL” bids through electronic format in the OIL’s e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender. Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the c-Folder link (collaboration link) under Un-priced Bid Tab Page only. **Please note that no price details should be uploaded as c-Folder link (collaboration link) under Un-priced Bid Tab Page. Details of prices as per Bid format / Commercial bid can be uploaded as Attachment in the attachment link under “Unpriced Bid” under “General Data”. A screen shot in this regard is given below.** Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in Annexure-II



**C-FOLDER LINK**

**Details of prices as per Bid format / Commercial bid can be uploaded in this Attachment**

4. Application showing full address/ e-mail address with Tender Fee (Non-transferable) in favour of M/s Oil India Limited and payable at Duliajan is to be sent to Head-Materials, Oil India Limited, P.O. Duliajan, Assam-786602 only. **Application for issue of USER\_ID and initial PASSWORD reaching the undersigned till 15 days prior to the Bid Closing date will be entertained.** No physical tender documents will be provided. On receipt of requisite tender fee and subject to fulfilment of eligibility criteria mentioned above, USER\_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL’s e-Procurement portal ([https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/!](https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/)).

5. PSU's and SSI units registered with NSIC claiming exemption from payment of tender fee should submit their request with all credentials.

6. Please note that all tender forms and supporting documents are to be submitted through OIL's E-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with Tender no. and Bid Closing date to Head Materials, Materials Department, Oil India Limited, Duliajan-786602, Assam on or before the Bid Closing Date and Time mentioned in the Tender.

- a) Original Bid Security.
- b) PSU's and SSI units registered with NSIC claiming exemption from submission of Bid security should submit all credentials.

7. Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications.

8. To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

9. To evaluate the inter-se ranking of the offers. Assam Entry Tax on purchase value will be loaded as per prevailing Government of Assam Guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their bids.

10. In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation.

#### 11. SET-OFF

Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through oil India Limited).

#### 12. The tender will be governed by:

- a) "General Terms & Conditions" for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders).
- b) Specification and terms and conditions as per Annexure-I.

- c) The tender shall be governed by the Bid Rejection & Bid Rejection Criteria given in enclosed Annexure – II. **However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per Annexure-II) contradict the Clauses of the tender and / or “General Terms & Conditions” as per Booklet No. MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders) elsewhere, those in the BEC / BRC shall prevail.**
  - d) The offer should be valid for at least 120 days from the Bid closing date.
  - e) Bid security & Performance Bank Guarantee are applicable against this tender (refer BEC / BRC as per Annexure – II).
  - f) Price should be maintained in the “online price schedule” only. The price quoted in the “online price schedule” only will be considered. **However, please provide the Break-up price for the Individual Items as per the format attached under the attachment Tab “Price Breakup Format- Annexure III”.**
  - g) **THE AMC CHARGES ARE TO BE UPLOADED IN “OTHER CHARGES” OF ONLINE PRICE SCHEDULE.**
  - h) **The Response Sheet document should be filled up by the bidder and uploaded in the c-Folder link (collaboration link).**
13. All the Bids must be Digitally Signed using “Class 3” digital certificate with Organisations name (*e-commerce application*) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. **The bid signed using other than “Class 3” digital certificate, will be rejected.**
14. The prescribed Bid Forms for submission of bids are available in the tender document folder.
15. Bid must be submitted electronically only through OIL’s e-Procurement portal (<https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/>). Bid submitted in any other form will be rejected.

**16. NOTE:**

- a) **Please refer “Pre Bid Visit to site” under clause No. 1.5 of Annexure – I.**
- b) **The tender shall be governed by the Bid Rejection & Bid Rejection Criteria given in enclosed Annexure – II.**

Yours Faithfully

B K DAS  
Sr MANAGER MATERIALS (ID)  
For – HEAD MATERIALS  
For- RESIDENT CHIEF EXECUTIVE



**OIL INDIA LIMITED**

**REVISED RFQ FOR**  
**SECURITY ACCESS CONTROL MANAGEMENT SYSTEM**  
**IN INDUSTRIAL GATE, DULIAJAN, ASSAM**

## **PREAMBLE**

Oil India Limited (OIL) is a premier Indian National oil company under the administrative control of Ministry of Petroleum and Natural Gas, Govt. of India. OIL is engaged in the business of Exploration, Development and Production of Crude Oil, Natural Gas and LPG and Transportation of Crude Oil. OIL intends to implement a security access control system in its Industrial area at Duliajan on turn-key basis. The said security access control system shall provide the capability of controlling entry / exit to OIL's Industrial area with camera surveillance, alarm elements, locking devices, etc.

## **SCOPE OF WORK**

The Security Access Control Management System will be a totally integrated, end to end solution and should be implemented on turn-key basis. The bidder is required to offer total turnkey solution for the comprehensive responsibilities for setting up of all equipments, hardware, software, any infrastructure requirement, etc. for total functioning of the Security Access Control Management System, warranty support and post warranty comprehensive Annual Maintenance Contract (AMC). The scope of work under this order shall include the following activities:

### **1.1 Infrastructure preparation:**

The bidder shall be responsible for setting up of all the infrastructure requirement of the Security Access Control Management System.

- (i) Bidder should set up the total Security Access Control Management System including boom barrier, central access control monitoring station with necessary software and hardware at the security entrance gate at OIL's Industrial area.
- (ii) Bidder has to carry out civil works for installation and commissioning of the supplied equipment including erection of boom barriers.
- (iii) Bidder has to set up small control room of size (1.5m x 1.5m) pedestal with glass on sides as per OIL's requirement. This will be required for operating the switches/levers for all the booms barriers manually. The position of the control room is shown in the drawing attached as **Annexure-B**.
- (iv) The bidder shall be required to carry out all related activities such as LAN cabling over UTP/ Fiber, infrastructure and associated electrical work pertaining to equipment for Security Access Control Management System.
- (v) The Bidder shall ensure that no other equipment/structure/setup gets damaged due to their activities. Any damages, if caused to OIL's property due to Bidder's negligence shall be rectified/compensated by the Bidder, at their own cost.
- (vi) The bidder is required to visit the site to assess the jobs to be carried out.

(vii) Any Electrical work for the control room shall be the responsibility of the Bidder. The Bidder has to provide electrical wiring from the UPS for the offered equipment. OIL will provide 240v AC supply only at Industrial gate location.

- The system of wiring shall consist of single/ multi core PVC insulated stranded copper conductor wires of suitable rating in metallic channels. All wiring shall be hidden in the raised flooring and concealed in other areas.
- Prior to laying of conduits/channels, the Bidder shall get approved the lay out indicating the route, number and size of channels, location of junction/ inspection/ pull boxes/ electrical panels, size and location of switch boxes, point outlets and other details. These layouts shall be approved by the OIL's representative, then only work should be started.
- Channels/ M.S. conduits, electrical panels and wirings, switches and sockets etc. shall conform to Indian Standards for specifications and should be approved by OIL's representative.
- Earthing of the equipment, Surge protector, including supply of earthing materials, etc/
- Any other electrical safety measures, if required.

(viii) Wherever any conflict/confusion exists, the bidder shall consult OIL's representative. The Bidder shall not deviate from the specifications, requirement given in the tender document without prior approval of OIL's representative.

(ix) Furnish detailed commissioning report of the infrastructure to OIL.

## **1.2 Equipments, Software and Hardware for the Security Access Control Management System:**

The selected bidder is required to supply, install and commission the equipments, hardware and software for Security Access Control Management System as per details given in specifications. The selected bidder shall carry out the following activities:

- (i) Supply, handling, installation, configuration, testing, commissioning of the ordered materials on turnkey basis.
- (ii) Facilitate inspection and acceptance of the material by OIL's representative.
- (iii) The bidder shall also arrange handling and lifting of material at site, i.e. Oil India Ltd, Duliajan.
- (iv) Provide perennial software licenses for all the supplied software in the name of Oil India Ltd.
- (v) The bidder shall also provide insurance cover for the equipment till successful installation, commissioning and acceptance of the equipment.

- (vi) The Bidder will supply all inter connecting cables, accessories required for the system. Any other items, hardware, software or license, including tools, etc. not mentioned, but required to make the system fully operational in all respects, will be in the scope of work.
- (vii) The Security Access Control Management System should be server based system with necessary access control hardware, software and network connectivity for downloading data from remote locations.
- (viii) Successful bidder has to provide product literature including configuration and operations manual of the supplied equipments to OIL.
- (ix) Bidder should ensure testing of the Security Access Control Management System for successful operation to the satisfaction of OIL.

### 1.2.1 Proposed Security Access Control Management System Architecture

RFID Proximity card / biometric access based pedestrian and vehicular entry Security Access Control Management System should be designed for windows based operating systems with complete control to fully program, record all system transactions from all security systems, users and operators.

The **Security Access Control Management System** should consist of a software package with fully functional workstations and Component hardware of **Field Network Controllers, Field Reader Controllers, Field Input /Output Controllers** and other related accessories with provision for future expansion / scalability.

- (i) The system shall provide a variety of integral functions including the ability to regulate access and egress (employees/ visitors/ vehicles); provide identification credentials; monitor, track and interface with all the security devices/ systems alarms and view, record and store digital surveillance video.
- (ii) The **system** shall utilize a single seamlessly integrated relational database for all functions. The software should be **MS SQL/ ORACLE / MS ACCESS** based system to record all transactions and allow monitoring of all alarms on a scheduled basis locally as well as remotely via monitoring stations. The system should have a capability to integrate all the modules of Physical Access Control, IP based CCTV surveillance system, Gate Security system, i.e. Boom barrier and turnstile.
- (iii) All main system communications must be totally integrated on either existing or new LAN/WAN networks.
- (iv) All tasks should be accessible from any windows based client workstation.
- (v) The system should utilize an open architecture where all data must reside on a single database and must be accessible in real time to any workstation connected to the network.
- (vi) The Security Access Control Management System shall support under mentioned diagnostic features, but not limited to:
  - a) Automatic restart and complete processing after a power failure.
  - b) The system shall provide a full diagnostic performance log to

enable system engineers to monitor system performance in the event of a system malfunction.

- c) The diagnostic performance must be available without shutting down or "freezing the system".
- (vii) The system hardware would consist of a number of different networks. All controllers in the network should be connected together in a fault tolerant, high speed highly reliable networking architecture and widely used in industrial control applications.
- (viii) Reader Controllers should be capable of working in offline condition. As soon as Network Controller get activated then Reader Controller should download all the event data to the system.
- (ix) The system should offer centralized management capabilities in the event of future expansion for connecting remote stations situated within 40 km radius.

### 1.2.2 Proposed CCTV System Architecture:

CCTV Surveillance System designed for windows based operating system, fully distributed solution, requiring 24/7 surveillance. The system should offer centralized management of all devices, servers and users driven by schedules and events with provision for recording and storage for at least 30 days.

- a) Should manage all user authentication and user rights.
- b) The data base shall use MS SQL / Oracle / MS Access.
- c) The system shall record the native frame rate and resolution ( PAL) supplied by the camera The system shall be scalable to manage and control numerous digital PTZ, analog and fixed cameras and any additional cameras that could be added in future.
- d) The system should have joystick control of all PTZ cameras.

### 1.3 WARRANTY AND AMC

The selected bidder is required to provide warranty and AMC for both Infrastructure equipment, hardware and software supplied as part of this tender as given below:

- (i) The complete supply shall be under guarantee/ warranty by the bidder for a minimum period of 18 months from the date of dispatch or 12 months from the date of successful commissioning of the complete unit at site, whichever is earlier and confirm replacement of defective item, at their own expense within this period. During the warranty period, the equipment needs to function to the satisfaction of OIL. The terms and conditions are mentioned in **Section F**.
- (ii) Comprehensive Annual Maintenance Contract (AMC) for all the supplied systems for a period of four (4) years from date of expiry of warranty period, as per the terms and conditions mentioned in **Section G**.

## 1.4 TRAINING

The Bidder shall have to impart training to minimum 10 OIL security as well as CISF personnel on configuration, operation, security features and control of the supplied equipments.

## 1.5 PRE-BID VISIT TO SITE

- a) Bidders' technical personnel must visit site at least 15 days before closing of bid with intimation to OIL, so that the bidder understands the actual jobs needed to be carried out.
- b) The bidder must submit site visit report along with changes required to be done in OIL's NIT as envisaged by the bidder. However, if required, OIL may consider modifying the technical specifications, terms, conditions, etc. of the RFQ and inform all the bidders. There shall be no further modifications and no queries would be entertained from the bidders.
- c) The bidder shall give a technical presentation on the proposed security solution and the solution should be acceptable to OIL. The bidder should send their technical personnel involved in design of the security solution. The bidder's representative(s) should be able to clarify the points / queries raised by OIL. The representative(s) should have necessary authority to decide on any modifications/ additions to their solution.
- d) Submission of site visit report as well as technical presentation as mentioned in point b) and c) above should be given within three days of their visit at site.
- e) In the pre-bid visit the bidder can get their points / queries clarified by OIL prior to submission of their complete offer.

### NOTE:

**Those bidders who have already visited and submitted site visit report to Head (Information Technology), OIL, Duliajan against our previous tender No SDI3832P10 of 08/05/09 are not required to do the same again. However they must submit proof of submitting site visit report done against the previous tender.**

## 1.6 PROJECT COMPLETION SCHEDULE:

Delivery, installation and commissioning should be completed within **60 days of Letter of Intent**. Bidders should provide detailed **Project Timeline** for execution of the project.

## A. TECHNICAL SPECIFICATIONS

### A1: BOOM BARRIER

Sl. No.	Description	Offered Yes/No	Deviation/ Enhancement
A1.1	<p><b>Vehicle Boom Barrier with movement sensors</b></p> <p>a) <b>8 ft Length: 2 Nos.</b>  b) <b>16 ft Length: 2 Nos.</b>  c) <b>5 ft Length: 2 Nos.</b></p> <p>Should have following features:</p> <ol style="list-style-type: none"> <li>1) Should be able to detect vehicles before closing (optical sensor)</li> <li>2) Minimum 3000 operations per day per barrier</li> <li>3) All the boom barriers should be of fast opening type. Opening / Closing Time: within 4 sec</li> <li>4) Boom barrier should have dual mode of operations (Auto and through manual switch button).</li> <li>5) Automatic opening could be with either by proximity card or thumb (biometric) or both and controllable through software.</li> <li>6) Barrier housing should be scientifically designed with possibility of Right hand changeable to Left Hand at Site &amp; Service Door changeable to any side as per customer/site preference. Base Frame in stainless steel and the barriers should be anti-corrosive, water proof and suitable for outdoor conditions</li> </ol>		
A1.2	<p><b>Pedestrian Boom Barrier for Outdoor application (Half Height Turnstile) : 2 Nos.</b></p> <p>Should have following features:</p> <ol style="list-style-type: none"> <li>1) Boom barrier should have dual mode of operations (Auto and manual). <ul style="list-style-type: none"> <li>• Read range of max 10 cms</li> </ul> </li> <li>2) Automatic opening could be either by proximity card or thumb (biometric) or both.</li> <li>3) Switch Button for manually operating the Turnstile in case of emergency.</li> <li>4) Half Height, 3X120 degree stop, bi-directional</li> <li>5) A locking mechanism to prevent the turnstile rotating in the opposite direction once it has travelled 25 degree past the rest position.</li> <li>6) Passage to be controlled in one or either direction.</li> <li>7) Positive action lock to prevent two passage at one time</li> <li>8) Should be rust / corrosion free alloy of high strength</li> </ol>		

	<p>suitable for outdoor application</p> <p>9) CE Certified against Electrical &amp; EMC safety</p>		
<b>A1.3</b>	<p><b>ACCESS CONTROL ROOM</b></p> <p>Bidder has to set up small control room of size (1.5m x 1.7m) as per OIL's requirement. This will be required for operating the switches for all the booms barriers manually. The location of the control room is shown in the drawing attached as <b>Annexure-B</b> and design / dimensions are furnished below:</p> <p><b>ROOM SIZE:</b> 1.5m X 1.7m (floor area), ceiling height 2.7 m plinth level 450 mm, sill level 800m.</p> <p><b>MAIN STRUCTURE:</b> Main Structure of the control room shall be made with hollow steel section of size 72x72mmx4mm (of columns and beams) with gusset plates / base plate of appropriate size thickness not less than 8mm thick and 600mmx600mmx900mm CC foundation blocks and necessary connections with bolts and nuts, welding, etc. complete with one coat of anti-corrosive paint and two coats of synthetic enamel paint of approved brand.</p> <p><b>ROOF:</b> Roof shall be profiled steel sheets made from cold rolled high tensile Zincalume GALVALUME/ sheeting with concealed fastening system. Thickness of sheet shall not be less than 0.55 mm TCT and pitch 195 mm with crest height 28 mm with self drilling screws/ fasteners integrals and EPDM seals and nylon colour caps, etc. complete with necessary ridging over a steel truss made of 40 NB medium grade steel tubes. Roofing sheet shall be projected out side the wall by 500mm and there shall be one 450mm wide chajja made of steel section and pre-coated roofing sheet all around the control room at 2.1m above the plinth level and with one coat of anti-corrosive paint and two coats of synthetic enamel paint of approved brand on all the steel surfaces.</p> <p><b>WALLS:</b> 230 mm thick wall upto plinth and 800mm above the plinth level with 15mm thick plaster on both faces and three coats of exterior grade (Apex or equivalent)/ interior Garde (Acrylic emulsion) paint of approved brand Anodized aluminum glazed windows and fixed anodized aluminum glazed section over the 800 mm level. All screws to be stainless steel screws.</p>		

	<p><b>DOOR:</b> Anodized aluminum door (2000mm x 800mm) made of aluminum section of INDAL make, thickness not less than 3mm with 8mm thick glass and with all other fittings and fixtures including floor spring Neoprene gasket, etc. complete in all respects (out side openable).</p> <p><b>WINDOWS &amp; GLAZED WALLS:</b> Anodized aluminum windows (two track/three track) and fixed glazed windows made of aluminum section of INDAL Series, thickness not less than 3mm with 6mm thick tempered clear safety glass throughout with heavy duty fasteners Neoprene gasket, etc., complete in all respects. The room walls shall be made water tight and no seepage should occur during rain.</p> <p><b>FLOOR:</b> 200mm thick CC floor and over the CC floor, approx 450 mm height false flooring of approved brand with 3mm thick PVC matt flooring in the room.</p> <p><b>CEILING:</b> 12.5mm thick gypsum board ceiling on aluminum framing and necessary interior grade acrylic emulsion complete with all necessary finishing.</p> <p><b>WORKING PLATFORM:</b> There shall be approx 1500mm x 650mm X 700mm (height) size working platform with storage selves and set of drawers made of 19mm thick plywood and 1mm thick lamination and complete with all necessary fittings and fixtures, locks, etc., complete in all respects.</p> <p><b>OTHER FEATURES:</b> One wall mounted fan of approved brand, one set of light fittings with bulbs and other fixtures, one number 6Amp and one number 16Amp plug point with necessary wiring including necessary earthing for the electrical points and control room. All materials and labour to be supplied by the bidder to complete the job in all respects.</p>		
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## A2: ACCESS CONTROL

Sl. No.	Description	Offered Yes/No	Deviation/ Enhancement
A2.1	<p><b>RFID Proximity card and thumb (biometric) information:</b></p> <p>a) Minimum 12000 RFID proximity cards and details of employees with photograph and signature are to be printed with the following information using the Bidder's infrastructure:</p>		

	<p><i>OIL Logo with Company Name &amp; Address</i>  <i>Card Sl. No.</i>  <i>Salary code /Registration No.</i>  <i>Name</i>  <i>Department</i>  <i>Photo</i>  <i>Signature of Issuing Authority</i>  <i>Date of Issue</i>  <i>Valid upto</i>  <i>Identification Mark</i>  <i>Date of Birth</i>  <i>Blood Group</i>  <i>Signature of the Cardholder</i></p> <p><b>Note: Sample card template to be approved by OIL before the same is printed</b></p> <p>b) RFID Proximity Cards in 4 colours (to differentiate personnel) to be done, if required.  c) <b>Finger Print</b> (Biometric) information to be captured &amp; stored for minimum 12000 employees mentioned in <b>A2.1a with bidder's infrastructure.</b>  d) The above information to be stored in proper Access Control Management System Software (<b>SI No A2.1a, A2.1c</b>) and can be retrieved as and when required.  e) Rate for cards in excess of 12000 cards in the batch of 100 is to be provided.</p>		
<p><b>A2.2</b></p>	<p><b>Access Control Software:</b></p> <p><b>Access Control Software to manage IP based Access Control Systems (preferably web based) with complete database maintained in the central server and the relevant data distributed on the field devices with the following features:</b></p> <ol style="list-style-type: none"> <li>1. To maintain a centralized database of employees with photographs (Minimum of 12000 employees), necessary information and biometric data with card activation and expiry date.</li> <li>2. Should be able to store Entry / Exit Time of employees</li> <li>3. Centralized swipe detection and timestamp storage</li> <li>4. Download ability</li> <li>5. Manage devices remotely</li> <li>6. Backup and restore facility</li> <li>7. User license for 10 users with 5 concurrent users</li> <li>8. Perennial license to use the software.</li> <li>9. Report generation facility</li> </ol>		

## **Visitor Management**

- Visitor Management shall be incorporated as a standard feature of the Access Control Software, providing an easy to use visitor management solution. Operators shall be able to pre-enroll visitors.
- Visitors should have their personal data, with user definable data titles.
- All visitor transactions and movements shall be recorded and may be reported on and filtered, using the extensive reporting capabilities of the Access Control Software.

### **Visitor management software should have following features:**

- ❖ Pre-registration and Quick look up
- ❖ Quick visitors check in and check out
- ❖ Issue pre-configured access cards
- ❖ Take pictures of the visitors
- ❖ Print visitors photo ID badge
- ❖ Live tracking of visitors card activity
- ❖ Define custom information fields

### **Reporting :**

- ❖ Visitors log, searchable by visited department or employee, visitor's name or card number, etc.
- ❖ Visitors currently on premises report
- ❖ Visitors access at specific readers report
- ❖ Export reports into multiple formats

## **Cardholder Administration**

The system should ensure that all necessary cardholder information is instantly available from a single database.

- ❖ Easy to configure additional access privileges
- ❖ Card activation and de-activation can be set for a specific date, hour, minute.
- ❖ Full search and sort capabilities, instant retrieval by cardholder name, access code, or any user defined field
- ❖ Complete audit trail of all operator and system administrator activities
- ❖ Flagging of lost and stolen cards
- ❖ Vacation settings for each cardholder
- ❖ Visitor/Supervisor management features
- ❖ Optional third party database support

<p><b>A2.3</b></p>	<p><b>a. RFID Proximity Card Readers for opening the boom barrier:</b> 12 Nos.  <b>2 readers</b> are to be installed per barrier (<b>For Sl. No A1.1 and A1.2</b>) in redundant mode of operation.</p> <ul style="list-style-type: none"> <li>• All the readers are to be integrated with software over Ethernet port.</li> <li>• Readers are to be IP enabled.</li> <li>• Read range of max 40 cms</li> <li>• LED for visual and Piezo beeper for audio feedback</li> </ul> <p><b>b. Outdoor Biometric Reader – 2 Nos.</b></p> <p>2 Nos. to be installed near the Control Room with following features:</p> <ul style="list-style-type: none"> <li>• All the readers are to be integrated with software over Ethernet port.</li> <li>• Readers are to be IP enabled</li> <li>• 16 Digit Keypad with LCD Display</li> <li>• Mode : Key + Finger Print</li> <li>• Resolution : 500 DPI Minimum</li> <li>• FAR (False Acceptance Rate)&lt;0.0005%</li> <li>• FRR (False Rejection Rate)&lt;0.01%</li> <li>• Adjustable Fingerprint Recognition Level: 0 - 9 (10 Levels)</li> </ul> <p><b>c. Outdoor RFID Proximity cum Biometric Reader – 2 Nos.</b></p> <p>One each to be installed at the Pedestrian turnstile with following features:</p> <ul style="list-style-type: none"> <li>• Automatic opening could be with either by proximity card or thumb (biometric) or both.</li> <li>• Switch Button for manually operating the Turnstile in case of emergency.</li> <li>• All the readers are to be integrated with software over Ethernet port.</li> <li>• Readers are to be IP enabled.</li> <li>• Read range of max 40 cms</li> <li>• LED for visual feedback, Piezo beeper for audio feedback</li> <li>• 16 Digit Keypad with LCD Display</li> <li>• Mode : Key + Finger Print</li> <li>• Resolution : 500 DPI Minimum</li> <li>• FAR (False Acceptance Rate)&lt;0.0005%</li> <li>• FRR (False Rejection Rate)&lt;0.01%</li> <li>• Adjustable Fingerprint Recognition Level: 0 - 9 (10 Levels)</li> </ul>		
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<p><b>A2.4</b></p>	<p><b>RFID Proximity Card access for Visitors</b>  Visitor Photo capture camera, Computer, Printer for <b>Visitor Management</b></p> <p>Visitor's information like Photo, Name, place, Organization etc. to be kept in the centralized database mentioned in <b>A2.2</b>.</p> <p>Minimum 1000 RFID proximity cards for Visitors with the following information printed on the card using Bidder's infrastructure</p> <p><i>OIL Logo with Company Name &amp; Address</i>  <i>Card Sl. No.</i>  <i>Signature of Issuing Authority</i>  <i>Contractor / Visitor with different colour code</i></p> <p><b>Note: Sample card template to be approved by OIL before the same is printed</b></p> <ul style="list-style-type: none"> <li>a) Client : PC with specification mentioned in <b>A4.2 : 1 No.</b></li> <li>b) Digital Camera (Minimum 5.0 megapixel)  Make: Sony/ Canon with tripod collapsible portable stand : <b>1 No.</b></li> <li>c) Rate for 100 RFID proximity cards for Visitors to be mentioned</li> </ul>		
<p><b>A2.5</b></p>	<p><b>Heavy Duty Dye-sublimation ID Card Printer (Both side printing) Eltron P620 or equivalent with following features: 2 Nos.</b></p> <p>Printer should cater for printing RFID proximity cards whose data will be kept in central storage mentioned in <b>Sl. No. A2.2</b></p> <p>Should have following specification:</p> <p>Printer Speed 100 cards/hr  Dual-Sided Capability  Color Printing  Lamination Capability  Resolution: min 300 dpi (12 dots/mm)  Print method: Dye sublimation</p>		
<p><b>A2.6</b></p>	<p><b>RFID Proximity Card Personalisation Unit: 2 Nos.</b></p>		
<p><b>A2.7</b></p>	<p><b>Finger Print Bio-metric Personalisation Unit: 2 Nos.</b></p>		

**A3: CCTV**

Sl. No.	Description	Offered Yes/No	Deviation/ Enhancement
A3.1	<p><b>IP CAMERAS</b></p> <p><b>a) Fixed Focus Camera (Outdoor) – 16 Nos.</b>  <b>Make: Sony / Canon</b>            2 Nos. of Fixed Focus Cameras with Each Boom Barrier/Turnstile as per following specifications:</p> <ul style="list-style-type: none"> <li>• 1/3" CCD Day/Night Fixed Focus camera</li> <li>• 520 TVL Resolution (Minimum), PAL, BLC: On/Off</li> <li>• Flickerless Function: on/ off</li> <li>• Day/Night mode: Automatic</li> <li>• NightSense: On / Auto / Forced</li> <li>• Frame Rate : 1-25 FPS</li> </ul> <p><b>b) Housing Arrangement for Fixed Box Type Camera (Should be same make as of camera)</b>  <b>IP PTZ Camera (Outdoor) – 4 Nos.</b>  <b>Make: Sony / Canon</b></p> <p>PTZ IP enabled Cameras with following Specification:</p> <ul style="list-style-type: none"> <li>• 1/4" Progressive scan CCD</li> <li>• 30X optical zoom plus</li> <li>• 8x digital zoom</li> <li>• Day/Night</li> <li>• Multi digital signal processing</li> <li>• Focus, Iris, BLC should have Auto/Manual</li> <li>• Pan range 360° continuous, Tilt -0° - +/- 90° (with autoflip)</li> <li>• Manual Pan / Tilt speed 120°/sec</li> <li>• Preset Pan/Tilt speed 120°/sec</li> <li>• Outdoor enclosure with IP66 rated, vandal proof, built-in heater and blower and must be of same make as of camera.</li> <li>• Mount: Pendant with wall mount bracket</li> </ul>		

	<ul style="list-style-type: none"> <li>• Keyboard for PTZ functions complete with software.</li> </ul> <p><b>Note: The cameras should be designed for explosion-prone areas.</b></p>		
<b>A3.2</b>	<p><b>ACCESS CONTROL MONITORING ROOM</b></p> <p>One existing room would be provided by OIL for setting up the Access Control Monitoring System where, OIL's LAN node would be made available for installing all servers, Network switches, network controllers, TFT Monitor, PTZ Keyboard, Video recording devices, storage, etc.</p> <p>The room should provide –</p> <ol style="list-style-type: none"> <li>1. Video recording and storage from all the cameras for upto a minimum of 30 days</li> <li>2. Video backup and retrieval</li> <li>3. Visitor tracking</li> <li>4. 2 way communications from camera and control rooms</li> <li>5. Monitoring / CCTV Surveillance facility</li> </ol>		
<b>A3.3</b>	<p><b>ACCESS CONTROL MONITORING SOFTWARE</b></p> <p>The software should cater for the following features:</p> <p><b>Video</b></p> <ol style="list-style-type: none"> <li>a. Video Indexing (Platform): MS SQL /oracle/ MS Access</li> <li>b. Video Format: MPEG-4/H.264/MJPEG</li> <li>c. Minimum Number of Camera: 4 nos.</li> <li>d. Integration: should have facility to integrate with Access Control System</li> <li>e. Monitor window Creation (Matrix): Custom Matrix as per user choice:</li> <li>f. Create Snapshots: should Supported online video snapshots <ul style="list-style-type: none"> <li>* 1 Large + 5 Small</li> <li>* 1 Large + 7 Small</li> <li>* 2 Large + 8 Small</li> <li>* 1 Large + 12 Small</li> </ul> </li> <li>g. Digital Zoom: User may zoom in/out the video display</li> </ol> <p><b>Recording</b></p> <ol style="list-style-type: none"> <li>1. Schedule Recording: Records video with user-defined schedule and time period</li> <li>2. Alarm Recording: Records video when a digital input event is triggered</li> <li>3. Motion Recording: Records video when motion detected</li> <li>4. Pre-event Recording: User-defined time period to record before a certain event occurs. Maximum 30 seconds.</li> </ol>		

	<ol style="list-style-type: none"> <li>5. Post-event Recording: User-defined time period to record after a certain event occurs. Default 5 minutes.</li> <li>6. Watermark*: Digital time code embedded from hardware</li> </ol> <p><b>Playback</b></p> <ol style="list-style-type: none"> <li>7. Playback Mode: Play, Pause, Stop, Fast Forward, Fast Rewind, Play Backward, Play frame by frame, 1/2/4/8x Speed Control</li> <li>8. Digital Zoom: User may zoom in/out the video display with mouse scroll wheel</li> </ol> <p><b>Search</b></p> <ol style="list-style-type: none"> <li>9. Time Sequence Search: Search video clips with date, time, channel</li> <li>10. Event Search: Search motion detection, digital input, bookmark, snapshot event with specified date, time, channel</li> <li>11. Status Event Search: Search events on video loss / recovery, network disconnect / reconnect, user login / logout, database log with specified date, time, and channel</li> <li>12. Smart Search: Search video clips with motion occurs in certain region</li> <li>13. Time-based Search Bar: The recording and events are displayed with a time-bar, user may click on the bar to start playing the recorded archive</li> <li>14. Snapshot Viewer: Display snapshots in thumbnail view; user may browse the snapshots then click it to start playback video clip at that time stamp.</li> </ol> <p><b>PTZ Control</b></p> <ol style="list-style-type: none"> <li>15. PTZ Management: Manages pan, tilt, zoom operation with speed control</li> <li>16. Preset Position: Goto, set, clear preset positions and patrol on preset positions</li> <li>17. Preset Position Number: As Per Camera specifications</li> <li>18. PTZ Tour: Patrol preset positions with user-defined dwell time</li> <li>19. PTZ Pattern: Executes speed dome pattern command</li> <li>20. Mouse PTZ: On-screen 8-direction PTZ operation with mouse operation. This can be run under full-screen mode as well</li> <li>21. Digital zoom: Start by dragging the mouse on camera display</li> <li>22. Multi Zoom: Multiple digital zoom can be shown in separate windows</li> </ol>		
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	<p><b>User Profile</b></p> <p>23. Security: Account/password defined with associated permission control</p> <p>24. Multi-level Permission: Administrator, Standard User, Guest levels. User may add new User Group for advanced permission control</p> <p>25. Events: User can be defined to get events based on area classification</p> <p>26. Sites: Defined to view selected cameras</p> <p>27. Privileges Rights: Define the modules the profile holder will have access to control and monitor following modules based on their rights (No access/read only/ full control):</p> <ul style="list-style-type: none"> <li>• Backup Media</li> <li>• Storage media</li> <li>• Change password</li> <li>• Exit System</li> <li>• Lock/Unlock Application</li> <li>• Export video</li> <li>• Modify System Configuration- Users, Storage, Schedule, Cameras, Video view, Analytics</li> </ul>		
<b>A3.4</b>	Client : PC with specification mentioned in <b>A4.2 : 1 No.</b>		
<b>A3.5</b>	30" wall mounted LCD flat display screen: <b>1 No.</b> This screen to display output of minimum 4 camera as described in <b>A3.1b and A3.2</b>		

**A4 : Other Specifications:**

<b>Sl . No.</b>	<b>Description</b>	<b>Offered Yes/No</b>	<b>Deviation/ Enhancement</b>
<b>A4.1</b>	<p><b>Xeon Server with MS Windows 2008 Enterprise Edition (5 CALs) - 2 Sets</b> <b>Make: HP / IBM Lenovo / DELL / ACER</b></p> <p><b>One each for the Database (as mentioned in A2.2) Access Control System and CCTV software (as mentioned in A3.2)</b></p> <p>A) <b>Processor</b> : Intel Xeon 3.0 GHz (min) with 1333 Mhz (min)system bus with dual core CPU</p> <p>B) <b>No of Dual core Processors:</b> Two</p> <p>C) <b>RAM</b> : 16 GB with ECC DDR SDRAM upgradable to 32 GB</p> <p>D) <b>Hard drives:</b> Minimum 3 TB, SAS, RAID 5</p> <p>E) <b>Monitor:</b> 17" TFT Monitor (1280 x 1024 Resolution - Minimum) with driver with driver software on CD media standard accessories and cables (Preferably same make &amp; colour as CPU box)</p> <p>F) <b>Keyboard:</b> Windows OS Compatible USB (Preferably</p>		

	<p>same make &amp; colour as CPU box)</p> <p>G) <b>Mouse:</b> USB Optical Scroll Mouse (Preferably same make and colour as CPU box)</p> <p><b>H) I/O Interfaces:</b></p> <ul style="list-style-type: none"> <li>• 10/100/1000 Mbps Ethernet interface card with RJ 45 - 2 Nos.</li> <li>• Ultra 320 SCSI adapters with free external Port – 2 Nos.</li> <li>• PS/2 port; 4 USB 2.0 ports</li> </ul> <p>I) <b>DVD:</b> 16x DVD +R/+RW</p> <p>J) <b>Video Graphics Card : Nvidia GeoForce 9600 or compatible with 1 GB</b></p> <p>K) <b>Backup/Restore:</b> Should be able to take backup to LTO 4 Backup drive mentioned in <b>A4.3</b>  <b>Backup /restore software</b> should cater for System Backup and data backup</p> <p>L) <b>Operating System:</b> Microsoft® Windows® 2008 Enterprise Edition (OEM version MOLP with paper license) with latest Service Pack and patches on CD Media with Manuals.</p> <p>M) <b>Database : MS Access, MS SQL 2005, Oracle</b></p> <p>N) <b>System Manageability and Diagnostics:</b> The system should have following hardware/ software capabilities:  Pre-installed OEM’s diagnostic tool for hardware diagnostics;  System Hardware Management Tool; Rescue and Recovery with Rapid Restore.</p> <p>O) <b>Others:</b></p> <ol style="list-style-type: none"> <li>a. Power Cables</li> <li>b. All drivers on CD media</li> <li>c. System and User Manuals</li> <li>d. Power Extension spike guard with 4nos. of 5 Amps Output - Make: Rider / Anchor / Crabtree</li> <li>e. Patch cord (7’) – 2 Nos. - Make: AMP / AVAYA</li> </ol>		
A4.2	<p><b>PC with following specification :</b>  (Client PC mentioned in <b>A3.3 &amp; A2.4d</b>)</p> <ol style="list-style-type: none"> <li>1. <b>Base System:</b> Intel Core 2 Quad Processor Q6600 (2.4GHz, 8MB L2 Cache, 1066MHz FSB) (Minimum)</li> <li>2. <b>RAM:</b> 4GB (4X1GB) NECC Dual Channel DDR2 800MHz SDRAM (Minimum)</li> <li>3. <b>Hard drive:</b> 320GB (Minimum) SATA3.0Gb/s(Minimum)</li> <li>4. <b>Network:</b> Integrated Gigabit Ethernet</li> <li>5. <b>I/O Interface:</b> 8 x USB 2.0 (Minimum two USB ports should be accessible from the front panel);</li> <li>6. <b>Power Supply:</b> Surge Tolerant Power Supply</li> <li>7. <b>Video Card:</b> Intel Graphics Media Accelerator 3100</li> <li>8. <b>Sound Card:</b> Integrated Sound</li> <li>9. <b>Audio:</b> External USB Stereo Speakers with minimum 2 watts output</li> </ol>		

	<p>10. <b>Keyboard:</b> Windows OS Compatible USB (Preferably same make &amp; colour as CPU box)</p> <p>11. <b>Mouse:</b> USB Optical Scroll Mouse (Preferably same make and colour as CPU box)</p> <p>12. <b>Optical drive:</b> 16X DVD +/-RW with Dual Layer Write Capabilities (Preferably same make &amp; colour as CPU box) Complete with driver software on CD media, Standard accessories and cables</p> <p>13. <b>Monitor:</b> 17" Flat Panel LCD Monitor (1280 x 1024 Resolution - Minimum) with driver with driver software on CD media standard accessories and cables (Preferably same make &amp; colour as CPU box)</p> <p>14. <b>Operating System:</b> Pre-loaded Genuine Microsoft Windows Vista Business or latest release (Windows 7) (OEM Version MOLP with paper license) with latest Service Pack and patches</p> <p>15. Others:</p> <ol style="list-style-type: none"> <li>Power Cables</li> <li>All drivers on CD media</li> <li>System and User Manuals</li> <li>Power Extension spike guard with 4nos. of 5 Amps output - Make: Rider / Anchor / Crabtree</li> <li>Patch cord Make: AMP / AVAYA</li> </ol>		
<p><b>A4.3</b></p>	<p><b><u>External LTO Tape Drive for Servers with following specifications: 2 Nos.</u></b></p> <p>Technology : LTO4 based technology  No of Drives: 1 no.  Capacity per cartridge: Minimum 1.6 TB, compressed: 800GB native.  Transfer Rate : Sustained transfer rate of minimum 120 MB/sec native  Indicator: Indicators for write protection, tape in use, data compression and drive cleaning.  OS Support : Windows  Power: Power : 200 –240 AC , 50 Hz  Connectivity: To be connected to Windows servers mentioned in <b>A4.1 above.</b></p>		
<p><b>A4.4</b></p>	<p><b>Uninterrupted Power Supply: 1 No.</b>  Battery backup for 2 hours (Minimum)</p> <p>Bidder to carry out the study of power requirement based on the above equipment load and to provide UPS with 40% extra power.(The calculation of power requirement and UPS rating are to be mentioned).</p> <p>The UPS shall provide high quality AC power for sensitive electronic equipment loads. It should also supply clean power automatically without any break in the supply in the absence of raw power.</p> <p>UPS should have following specification:</p>		

	<p>a) Type : True Online</p> <p>b) Output Load capacity: Minimum 8 KVA or as per the load calculations with additional 30% safety factor whichever is higher.</p> <p>c) Backup at Rated Full Load: 2 hours</p> <p>d) SNMP Support: Ethernet interface for network connection. Built-in input power factor correction with SNMP support</p> <p>e) Battery Requirements: Battery bank should be designed to provide 2 hours back up at full load. Battery should be sealed maintenance free type. The UPS module should have the battery circuit breaker mounted near to the batteries. The batteries should be housed in suitable racks.</p>		
<b>A4.5</b>	Data entry, loading of photographs, loading of finger print, etc. for minimum of 12000 employees are part of the project.		
<b>A4.6</b>	The servers mentioned in <b>Sl. No A4.1</b> and the Client machines mentioned in <b>Sl. No. A4.2</b> must be connected to OIL's LAN		
<b>A4.7</b>	The Applications mentioned in <b>Sl. No. A2.2</b> and <b>A3.2</b> must be integrated.		
<b>A4.8</b>	<b>Any other item:</b> Any other items not mentioned but required to make the system working is to be supplied by the Bidder as part of turn key project.		
<b>A4.9</b>	<b>Consumables for printers:</b>  <b>Printer ribbon or cartridge or film</b> (as mentioned in Sl. No. A2.5): 5 Nos.  Unit Rate for Printer ribbon or cartridge or film to be provided for Sl. No. A2.5		
<b>A4.10</b>	<b>Consumables for External LTO</b> <ul style="list-style-type: none"> <li>LTO 4 cartridges: 50 Nos.</li> </ul>		
<b>A4.11</b>	<b>24 Port Access switches in field</b> 24-Port Ethernet Managed CISCO Switch with 10/100 Mbps within minimum Two Gig E copper ports and provision for Two Gig E fiber ports. Bidder to see the number of copper & fiber ports requirement as per system requirement, POE Compliant. It should have Wire – speed layer 2/3 switching. The switch should be IGMP aware. It should have low EMI and certified ESD Protection. The device should be suitable for working up to temperature of 50 °C.		

## B. ANY OTHER ITEM

Any other items required for successful completion of the turn key project should form part of the turn-key project and must be supplied by the bidder.

## C. GENERAL TERMS AND CONDITIONS

Sl. No.	NIT Terms	Agree / Disagree
A	Bidder at his own cost shall arrange the clearance of the spare parts, equipment etc. from customs and port authorities in India and shall pay all requisite duties including customs duty, demurrages, if any, clearance fees, charges, post fees, clearing and forwarding agent fees/charges, inland transport charges etc. Company will provide all reasonable assistance but the responsibility for clearance will rest on the bidder.	
B	Successful bidder must follow all safety norms prescribe by OIL while carrying out the job.	
C	Successful bidder has to obtain necessary security pass etc. to enter the worksite. OIL shall arrange for the necessary security passes.	
D	Successful bidder has to arrange for all necessary tools, measuring equipments for carrying out the job.	
E	Successful bidder has to arrange for their own accommodation during implementation and maintenance.	
F	Bidder will have to arrange mobile telephone for the Engineer/ Technician placed at Duliajan, to facilitate immediate contact from OIL's representative	
G	Bidder will have to arrange its own transport facility for the Engineer/ Technician during implementation and to attend to the maintenance calls and for movement of spares.	
H	Bidder will have to follow the preventive maintenance schedule given by OIL, strictly throughout the period of Annual Maintenance Contract.	
I	The Bidder shall have to provide his own maintenance equipment for carrying out the maintenance as and when required.	

## D. DELIVERY, INSTALLATION AND COMMISSIONING TERMS

### D1. Site Readiness

Sl. No.	NIT Terms	Agree / Disagree
1	Responsibility of entire site preparation with the Bidder.	

### D2. Delivery

Sl. No.	NIT Terms	Agree / Disagree
1	Items to be delivered, installed & configured at Duliajan	

### **D3. Installation**

<b>Sl. No.</b>	<b>NIT Terms</b>	<b>Agree / Disagree</b>
1	On completion of placement, bidder shall get the bill of material checked and signed by OIL's representative, carry out the installation, and show the system(s) in working order to OIL's representative at sites.	
2	On successful completion of the Installation, Bidder shall submit the installation report along with system(s) configuration report; results of diagnostic tests run etc. to OIL.	
3	Delivery, installation and commissioning should be completed within 60 days of confirmed order.	
4	Bidders should provide detail Project Timeline for execution of the project.	

### **D4. Acceptance Test (AT)**

AT shall comprise of completion of following activities :

<b>Sl. No.</b>	<b>NIT Terms</b>	<b>Agree / Disagree</b>
1	Checking of the configuration as per the purchase order	
2	Functional / Physical check of the accessories supplied	
3	Complete functionality of the system shall be tested as per technical specifications	
4	The complete functionality of UPS to be configured and demonstrated to OIL.	
5	Warranty of the entire system will start after successful acceptance, testing and signing off by OIL	

### **E. TRAINING**

<b>Sl.no</b>	<b>NIT Terms</b>	<b>Agree / Disagree</b>
1	The Bidder shall have to impart training to minimum 10 OIL security personnel as well as CISF personnel on configuration, operation, security features and control of the supplied equipments.	

### **F. WARRANTY SERVICE TERMS**

<b>Sl.no</b>	<b>NIT Terms</b>	<b>Agree / Disagree</b>
1	Comprehensive on-site warranty for a minimum period of period of 18 months from the date of dispatch or 12 months from the date of successful commissioning of the complete	

	unit at site whichever is earlier.	
2	Preventive & corrective maintenance of all hardware/software supplied including replacement of defective parts during warranty period, at no extra cost. The upgrade of software whenever new release is in market should also be carried out within warranty period.	
3	The defective parts under warranty should be repaired/ replaced to maintain desired uptime given in penalty clause. Failing to maintain the uptime will attract penalty, as mentioned in penalty clause.	
4	One full time Service Engineer/technician should be placed on-site to maintain the overall solution. He will have full responsibility to make the system (both equipment, application) operative round the clock.	
5	Bidder will have to arrange its own accommodation for its engineer/technician during warranty period	
6	Bidder will have to arrange its own transport facility for the maintenance engineer/technician to attend to the maintenance calls and for movement of spares.	
7	All visits (including transport to and from Duliajan and accommodation at Duliajan) by bidder's personnel for warranty related work shall have to be borne by the successful bidder.	
8	Consumables like Printer ribbon/ cartridge, UPS battery, LTO4 cartridge to be supplied if necessary and payment will be done on actual	

#### **G. ANNUAL MAINTENANCE CONTRACT (AMC) TERMS**

<b>Sl.no</b>	<b>NIT Terms</b>	<b>Agree / Disagree</b>
<b>1</b>	Comprehensive on-site maintenance including replacement of spares and consumables for a period of 4 years after expiry of Warranty. However, the cost of the consumables may be charged as per actual and need to be quoted per unit basis.	
<b>2</b>	Preventive & corrective maintenance of all hardware supplied, including replacement of defective parts, during AMC period, at no extra cost. The upgrade of software whenever new release is in market should also be carried out within AMC period.	
<b>3</b>	The defective parts under AMC should be first repaired / replaced and thereafter the defective items can be taken out of OIL's premises. The defective parts under AMC should be repaired/ replaced to maintain desired uptime given in penalty clause. Failing to maintain the uptime will attract penalty, as mentioned in penalty clause.	

<b>4</b>	All visits (including transport to and from Duliajan and accommodation at Duliajan) by bidder's personnel for AMC related work shall have to be borne by the successful bidder.	
<b>5</b>	The charges for Annual Maintenance Contract (AMC) should be quoted on yearly basis and will be considered for commercial evaluation. However, if it is found that the AMC charges are quoted unrealistically / unreasonably low in comparison to the equipment cost, Bidder will be required to furnish detailed support plan and methodology to maintain the system as per this tender requirement. In case, it is found unacceptable then OIL will inevitably be compelled to exercise alternative options by readjusting the AMC charges from the total Cost, at its own discretion.	
<b>6</b>	Consumables like Printer ribbon, UPS battery to be supplied if necessary and payment will be done on actual	
<b>7</b>	Payment against AMC will be made on quarterly basis, after successful completion of each quarter.	
<b>8</b>	One full time Service Engineer/technician should be placed on-site to maintain the overall solution. He will have full responsibility to make the system (both equipment, application) operative round the clock.	
<b>9</b>	Bidder will have to arrange its own accommodation for its engineer/technician during AMC period	
<b>10</b>	Bidder will have to arrange its own transport facility for the maintenance engineer/technician to attend to the maintenance calls and for movement of spares.	

## H. PENALTY TERMS

Service (In case any of the items mentioned below is down)	Expected Minimum Uptime Availability in after considering one day maintenance downtime per month %	Penalty Criteria based on the Actual Uptime Availability	Agree / Disagree
<b>1. Vehicle Boom Barrier</b> a) 8 ft Length: 2 Nos. b) 16 ft Length: 2 Nos. c) 5 ft Length: 2 Nos.  <b>2. Pedestrian Boom Barrier: 2 Nos.</b>  <b>3. Access Control Readers: 16 Nos.</b>  <b>2 readers per boom barrier</b>  <b>4. CCTV</b> <b>5. Access Control Software</b>	98	<ul style="list-style-type: none"> <li>▪ 1% of QMC for less than 98%</li> <li>▪ 2% of QMC for less than 97%</li> <li>▪ 5% of QMC for less than 95%</li> </ul>	

### \* QMC - QUARTERLY MAINTENANCE CHARGES

Sl. No.	NIT Terms	Agree / Disagree
1	In case of absence of resident engineer/technician a penalty of Rs 500/- per day will be deducted from the amount due.	

## I. PAYMENT TERMS

Sl. No.	NIT Terms	Agree / Disagree
1	70% hardware cost after complete delivery	
2	30% after successful installation and commissioning	

## J. OTHER TERMS AND CONDITIONS

- 1 The bidder has to submit the bid in the format specified with each section.

2. Installation and configuration manuals to be provided.
3. Technical brochure/ product catalogue/benchmark reports should be attached with the bid.
4. All inter connecting cables / connectors needed for complete installation and commissioning of the system has to be supplied by the bidder along with the system.
5. Any other item, other than the above listed items that may be required for completing the installation and commissioning of the above items should be clearly spelt out and quoted by the bidder in addition to above. The successful bidder has to execute the complete installation and commissioning and any materials / items which were omitted at the time of bidding will not be OIL's responsibility. In case, any other additional items that may be required to complete the installation and commissioning is identified by the successful bidder later, then the same has to be supplied by them at free of cost.
6. Bidder has to indicate the Make/Model of the offered items under '**Deviation / Enhancement**' column which have been offered out of the recommended specification as indicated by OIL. The bidder also has to indicate the technical details and /or deviations if any, as compared with the specifications given under the '**Specification**' column.

## **K. WARRANTY & ANNUAL MAINTENANCE SUPPORT**

### **TERMS OF REFERENCE/ TECHNICAL SPECIFICATIONS**

The following set of services is defined as security Access services. These services are defined as the minimum requirement.

These services are associated with penalty clause to have desired uptime availability and delivery of service to OIL. The bidder will maintain logs for each of the service provided and shall provide necessary reports which help ascertaining the service levels and calculation of penalty

#### **2.0 Scope of Services**

Infrastructure, hardware, network and software maintenance and upgrade including full spare parts support of the total solution supplied by the bidder.

#### **3.0. Responsibilities / System Management Services of the bidder**

To be able to provide quality services for the Security Access Control, it is mandatory that the bidder must follow well-defined set of processes and procedures as per Industry standard. The bidder must adhere to these processes and procedures to deliver consistent quality services throughout its contractual period in OIL. Any hardware/software to meet the requirements under this section must be provided by the Bidder. The bidder is expected to have the following system management controls in place:

### **3.1 Preventive/corrective Maintenance:**

Comprehensive preventive and corrective maintenance of complete system including replacement / repair of defective parts and systems.

#### **3.1.1 Equipment / Hardware Maintenance**

- a) To attend to all equipment /hardware problems of all the supplied equipment /hardware and resolve them by repair/replacing the spare or by providing a standby.
- b) Perform periodic preventive maintenance on all equipment / hardware assets supplied.

#### **3.1.2 Server Management and OS & Security Application software Administration Service**

##### **OS installation & upgradation**

- a) OS & Application administration.
- b) Resolving all server related problems.
- c) Install software, patches, updates and service packs
- d) Security management – Configuring account policy, access rights, password control
- e) Verify logs in event logger and periodically clean up log files
- f) Schedule and optimize the services running on the server
- g) Ensure all critical services are running on the server.
- h) Maintain list of all system files, root directories and volumes
- i) Take back up of the kernel and file systems.
- j) Reload OS in case of a crash from backup
- k) OS performance tuning
- l) Network OS support
- m) Load latest anti-virus updates on the server
- n) Carry out vaccination in case of anticipated virus breakouts.
- o) Creating emergency repair disk and periodic update of the same.
- p) Regular backup of data & database

#### **3.1.3 Infrastructure Maintenance**

Comprehensive maintenance of Total Security Access control system, other electrical fitting , systems etc. including replacement/repair of defective parts free of cost during warranty period and during the AMC Period.

**3.1.4** The resident engineer needs to maintain records of availability of the all the equipments on daily basis.

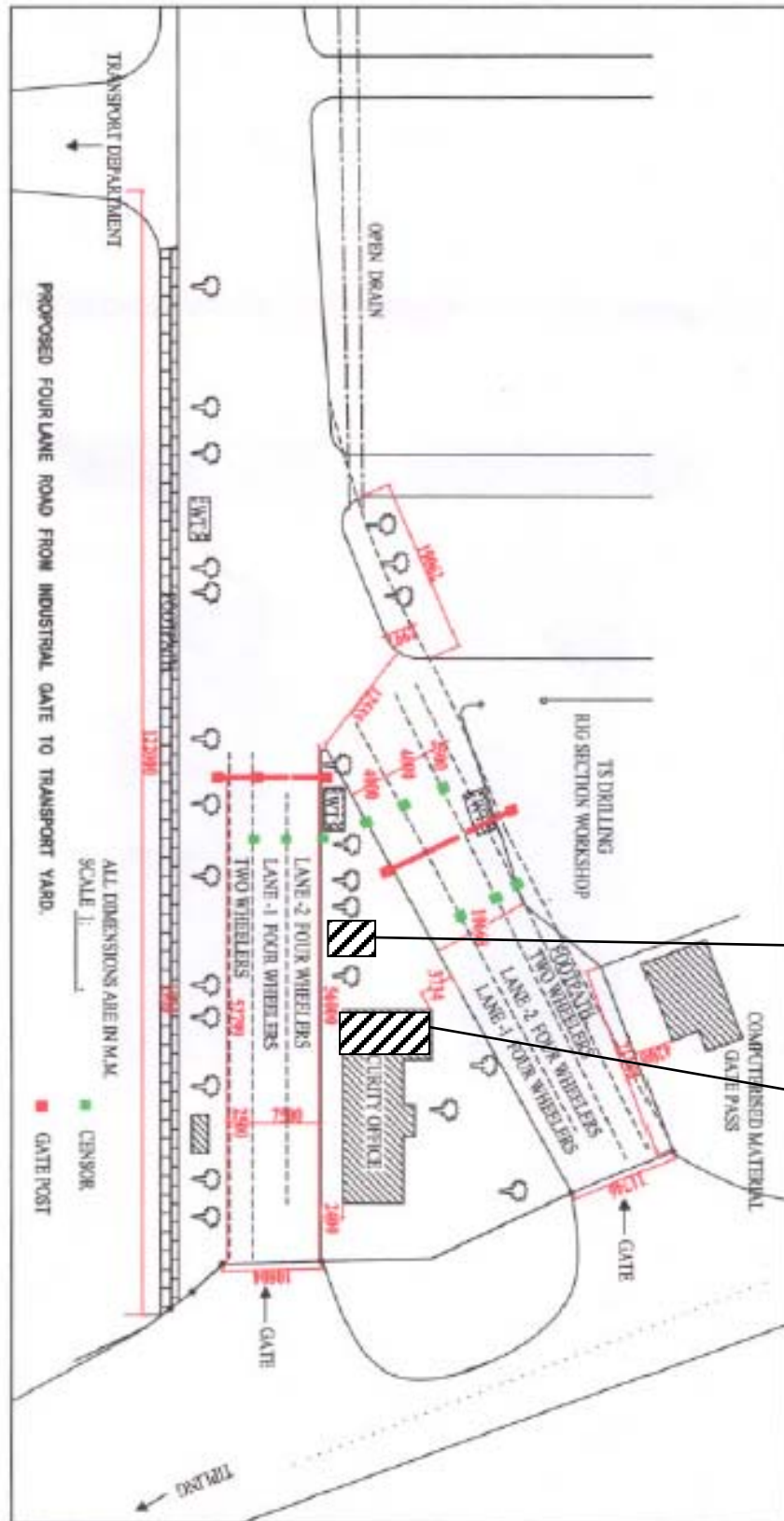
### **4.0 Personnel:**

**Onsite Service Engineer/Technician:** One full time Service Engineer/Technician should be placed on-site to maintain the overall solution. He will have full responsibility to make the system (both equipment, application) operative round the clock.

## **L. BIDDER'S QUALIFICATION / ELIGIBILITY CRITERIA**

- a) Bidders have to be OEM or authorized partner / Service provider / dealer of OEM. The bidder must provide relevant authorization from OEM stating that the bidder is an authorized service provider and their authorization is valid upto or beyond eighteen (18) months from the bid closing date of this tender.
  
- b) The bidder must provide necessary documentary evidence of design, supply of equipment and successful implementation of minimum one security access control system in last two years for industrial area/ corporate buildings/ data centre for the order amount not less than rupees twenty lacs. OIL reserves the right to visit such installation for necessary verification. If OIL demands, bidder has to obtain necessary permission from the competent authority for such visits.

**ANNEXURE-B**



Control Room  
1.5m x1.5 m

Access Control Setup/  
Monitoring Room

**BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)**

**1.0 BID REJECTION CRITERIA(BRC)**

**(A) TECHNICAL:**

The bid shall conform generally to the specifications and terms and conditions (note) given in the Bidding Documents. Bids will be rejected in case the item(s) offered does not conform to the required parameters stipulated in the technical specification. Notwithstanding the general conformity of the bid to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All the documents related to BRC must be submitted along with the Bid.

- a) Bidders not complying to clause no. **1.5** of Annexure-I (**Pre-bid visit to site**) shall be rejected.
- b) Bidders not conforming to eligibility criteria and / or not providing documentary evidence against clause **L(a) and L(b)** of Annexure-I shall be rejected.
- c) Bidders not accepting the warranty clauses as mentioned in **F** of Annexure-I shall be rejected.
- d) Bidders not quoting and / or not conforming to AMC terms and conditions & Penalty terms mentioned in Clause **G & H** of Annexure-I shall be rejected.
- e) Bidder shall have to quote for all items as specified in tender. Part offer will be considered as non-responsive and rejected.
- f) Bidder should quote all rates separately.
- g) Bidder shall have to extend Maintenance Support services for a period of 4(four) years after completion of one year warranty support, from the date of installation and commissioning. Bidder must categorically confirm this in their offer.
- h) Bidders must quote for all items and undertake that they would carry out installation/ commissioning of all equipment including the third party items. The bidder should guarantee support for the same for minimum 5 (Five) years from the date of commissioning with regard to service and spares.

**(B) COMMERCIAL :**

- a) Bids are invited under “**Single Stage Two Bid System**”. Bidders have to submit both the “**Technical Bids**” and “**Commercial Bids**” through electronic form in the OIL’s e-Tender portal within the bid closing date and time stipulated in the e-tender. The Technical bid is to be submitted as per scope of works and Technical specification of the tender and the commercial bid as per the online Commercial bid format. For details of submission procedure, please refer para 11 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. **Any offer not complying with the above shall be rejected straightway.**

- b) All the Bids must be Digitally Signed using “Class 3” digital certificate (*e-commerce application*) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. **The bid signed using other than “Class 3” digital certificate, will be liable for rejection.**
- c) Technical Bid / all technical related documents related to the tender are uploaded in the c-Folder link (collaboration link) under Un-priced Bid Tab Page only, **failing which the offer shall be rejected outright.** Moreover Technical Bid should not be uploaded in Attachment.
- d) **Please note that No price details should be uploaded in C-Folder Link (collaboration link) under Un-priced Bid Tab Page, failing which the offer shall be rejected outright.**
- e) Price should be maintained in the “online price schedule” only. **The price quoted other than “online price schedule” will not be considered.**
- f) **Bid security of Rs. 3,22,000.00** shall be submitted to Head-Materials, Oil India Limited, Duliajan on or before the bid closing date. **If bid security in ORIGINAL of above mentioned amount is not received within bid closing date (upto 13:00hrs), the bid submitted through electronic form will be rejected without any further consideration.** For exemption for submission of Bid Security, please refer Clause No. 8.8 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The Bid Security shall be valid for six month from the date of bid opening.
- g) The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
- h) The complete supply shall be under guarantee / warrantee by the bidder for a minimum period of 18 months from the date of dispatch or 12 months from the date of successful commissioning of the complete unit at site whichever is earlier and confirm replacement of defective item, at their own expense within this period. During the warranty period, the equipment needs to function to the satisfaction of OIL.
- i) Successful bidder will be required to furnish a **Performance Bank Guarantee @10%** of the order value. For exemption for submission of Performance Bank Guarantee, please refer Clause No. 9.12 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The Performance Bank Guarantee must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever is earlier. **Bidder must confirm the same in their bid. Offers not complying with this clause will be rejected.**
- j) Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.
- k) Validity of the bid shall be minimum 120 days from the Bid Closing Date. Bids with lesser validity will be rejected.
- l) Bids containing incorrect statement will be rejected.

## **2.0 BID EVALUATION CRITERIA (BEC)**

The bids conforming to the technical specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below:

1) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections / adjustments given herein.

1.1) Comparison of bids will be done on the basis of "Total Value" estimated as under:

- (A) Total Material Cost
- (B) Packing and Forwarding Charges, if any
- (C) Total Ex-works value, ( A + B ) above
- (D) Excise Duty as applicable on ( C ) above
- (E) Sales Tax as applicable on ( C + D ) above
- (F) Total FOR Manufacturing station Value, ( C + D +E) above
- (G) Transportation charges (as quoted )
- (H) Insurance charges @ 0.5% of total FOR Mfg. Station Value ( F ) above
- (I) Total FOR Destination value ( F + G + H ) above
- (J) Installation/Commissioning Charges, if any
- (K) Training Charges, if any
- (L) AMC Charges for 4 years
- (M) Service tax as applicable on ( J + K + L ) above
- (N) Total value ( I + J + K + L + M )

2) To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

3) Commercial bids of only those bidders will be opened whose offers are found technically acceptable. The technically acceptable bidders will be informed before the opening of the "commercial bid".

4) Other terms and conditions of the enquiry shall be as per "General Terms & Conditions" for e-Procurement as per Booklet NO. MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders). However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC / BRC) contradict the Clauses of the tender and / or MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders) elsewhere, those in the BEC / BRC shall prevail.

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**Bidding will be in Single Stage Two Bid System.**

Commercial bids have to be submitted in the online price format only. However, please provide the breakup price components of the same are required as per format below. Please ensure that no price related information are uploaded in Collaboration link (c-Folder)

<b>A1: Boom Barrier</b>					
	<b>Product Details</b>	<b>Item No</b>	<b>Quantity</b>	<b>Unit Price in Rupees</b>	<b>Total Price in Rupees</b>
1	Vehicle Boom Barrier with movement sensors: <b>8 ft Length</b>	A1.1a	2		
2	Vehicle Boom Barrier with movement sensors: <b>16 ft Length</b>	A1.1b	2		
3	Vehicle Boom Barrier with movement sensors: <b>5 ft Length</b>	A1.1c	2		
4	Pedestrian Boom Barrier (Half Height Turnstile)	A1.2	2		
5	<b>Control Room</b>	A1.3	1		
<b>A2: Access Control</b>					
	<b>Product Details</b>	<b>Item No</b>	<b>Quantity</b>	<b>Unit Price in Rupees</b>	<b>Total Price in Rupees</b>
6	RFID Proximity card with	A2.1a to	12000		
7	<b>Finger</b> (Biometric) information	A2.1c	12000		
8	Rate for cards in excess of 12000 cards in the batch of 100 is to be provided.	A2.1e	100		
9	RFID Proximity Card access for Guests/ visitors	A2.4c	100		
10	<b>Access Control System Management Software</b>	A2.2	1		
11	RFID Proximity Card Reader for opening the boom barrier	A2.3a	16		
12	Biometric Reader	A2.3b	2		
13	RFID Proximity cum Biometric Reader for opening the Pedestrian turnstile	A2.3c	2		
14	PC	A2.4d	1		
15	Camera (5 megapixel)	A2.4e	1		
16	Heavy Duty Dye-sublimation ID Card Printer (Both side printing)	A2.5	1		

17	RFID Proximity Card Personalisation unit	A2.6	2		
18	Finger print Personalisation unit	A2.7	2		
<b>A3: CCTV</b>					
	<b>Product Details</b>	<b>Item No</b>	<b>Quantity</b>	<b>Unit Price in Rupees</b>	<b>Total Price in Rupees</b>
19	<b>Fixed Focus Camera (Outdoor)</b>	A3.1a	16		
20	<b>IP PTZ Camera (Outdoor)</b>	A3.1b	4		
21	<b>ACCESS CONTROL MONITORING SOFTWARE</b>	A3.3	1		
22	PC	A3.4	1		
23	30 " wall mounted LCD flat display screen:1 No.	A3.5	1		
<b>A4 : Other Specification:</b>					
	<b>Product Details</b>	<b>Item No</b>	<b>Quantity</b>	<b>Unit Price in Rupees</b>	<b>Total Price in Rupees</b>
24	<b>Xeon Server with MS Windows 2008 Enterprise Edition (5 CALs) - 2 Sets</b> <b>Make: HP / IBM Lenovo /DELL/ACER</b> One each for the Database (as referred in A2.2) Access Control System and CCTV software (as mentioned in A3.2)	A4.1	2		
25	External LTO Tape Drive	A4.3	2		
26	Uninterrupted Power Supply	A4.4	1		
27	Any other Item	<b>A4.8</b>	<b>As per requirement</b>		
28	Consumables for printer (ribbon or cartridge or film) for A2.5	A4.9	5		
29	Consumables for External LTO	A4.10	50		
30	<b>24 Port Network Switch</b>	A4.11	1		
<b>Infrastructure setup including Civil &amp; Electrical works</b>					

	<b>Product Details</b>	<b>Item No</b>	<b>Quantity</b>	<b>Unit Price in Rupees</b>	<b>Total Price in Rupees</b>
31	Setting up of Control Room including necessary civil and electrical works for erection of boom barriers, pedestrian turnstile, etc. as mentioned in the scope of work				
	<b>Other Heads</b>				
32	Total Material Cost ( 1 to 31)				
33	Packaging & Forwarding Charges				
34	Total Ex-Works Value ( 32+33)				
35	Excise Duty				
36	Sales Tax & Any other applicable taxes				
37	Road transportation charges				
38	Insurance Charges @ 0.5%				
39	Installation & Commissioning Charges				
40	Total FOR destination value (34+35+36+37+38+39)				
41	Training Charges -	E			
42	AMC Charges for first year				
43	AMC Charges for second year				
44	AMC Charges for third year				
45	AMC Charges for fourth year				
46	Service Tax				
47	<b>Total Value ( 40 to 46)</b>				

**Bidders Response Sheet FOR Security Access System SDI5734P10**

<b>Sl No.</b>	<b>Description</b>	<b>Remarks</b>
1	Name of Bidder	
2	Place of Despatch (Ex- Works)	
3	Total Weight & Volume of Quoted Items	
4	Make & Model of quoted Product	
5	Validity of Bid from Bid Closing Date	
6	Delivery Period in weeks from placement of order	
7	Payment Terms	
8	Bid Bond Submitted	
9	Bid Bond if Not submitted reasons thereof	