



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्योग) पंजीकृत कार्यालय: दुर्लियाखण, असम
Oil India Limited
(A Government of India Enterprise) Registered Office: Durliaxan, Assam

Plot No. 19, Sector 16A,
Noida – 201301, U.P.
Phone: 0120 - 2419000
Fax: 0120 - 2488310
E-mail: oilindia@oilindia.in
corp_c&p@oilindia.in

Web Site: www.oil-india.com

FORWARDING LETTER

To,

Prospective Bidder

Sub: Security Access Control and Visitor Management System & CCTV Surveillance System for OIL's Corporate office premises at OIL House, Plot No.-19, Sector-16A, NOIDA and S B Tower, 6th Floor, Sector-16A, NOIDA on turnkey basis including Supply, Installation & Commissioning

Dear Sirs,

Oil India Limited invites online bids from prospective bidders for the subject item under "Single Stage Two Bid System" complete in all respect in accordance with the following details and enclosed Sections of the Bid Document:

1.0 **BRIEF DETAILS:**

Item Description	Particulars
Item Description:	Security Access Control and Visitor Management System & CCTV Surveillance System for OIL's Corporate office premises at OIL House, Plot No.-19, Sector-16A, NOIDA and S B Tower, 6th Floor, Sector-16A, NOIDA on turnkey basis including Supply, Installation and Commissioning
Tender No. & Date	SLI 3170P17 dated 05.12.2016
Type of tendering	Domestic Open Tender under Single Stage Two Bid system through e-procurement portal.
Tender Fee	: Rs.1000.00 (Non-refundable)
Tender Document	The Tender Document comprises of following Sections, Annexure Appendices & Proforma including this Forwarding Letter: SECTION-I : Notice Inviting Tender SECTION-II : General Terms & Conditions SECTION-III: Special Terms & Conditions SECTION-IV: Scope of Work& Technical Specifications SECTION-V: Bidding Format SECTION-VI: Bid Rejection Criteria /Bid Evaluation Criteria Annexure-I: List of Materials Annexure-II: Price List for Bill of Material Annexure-A: Public Procurement Policy for Micro and Small Enterprises (MSEs)

	Annexure-B: Detailed Specifications Appendix-I: Sample Authorization letter Appendix-II: Bid Security Form Appendix-III & IV: Performance security Form Appendix-V: Guidelines to Bidders for participating in OIL's e-Procurement Tender Proforma-I: Statement of Compliance Proforma-II: Integrity Pact
Date and time of pre-bid meeting	Date: 19 th December, 2016 Time : 11:00 Hrs. (IST) Venue :Corporate Office, OIL, Plot No. 19, Sector-16A, NOIDA - 201301 UTTAR PRADESH
Bid Opening Date & Time	: As mentioned in the on-line tender.
Bid Closing Date & Time	: As mentioned in the on-line tender.
Contact Person	Interested bidders may contact the following person for any technical clarifications against the tender: Ms. Mousumi Deka Chief Engineer (IT), Mob: 8800227398 E-mail: mousumi@oilindia.in
Queries regarding Pre- Bid conference	Any queries regarding pre bid conference may be forwarded to Oil India Limited: i) Ms. Mousumi Deka Chief Engineer (IT) E-mail: mousumi@oilindia.in ii) Mrs. Anurag Gohain Manager Materials OIL INDIA LIMITED, Plot no. 19, Sector 16A, NOIDA-201301, Uttar Pradesh E-mail: anurag_g@oilindia.in
Bid Security Amount	Rs.3.8 Lakhs (non-interest bearing). Original hard copy of Bid Security should reach the following office before Bid Closing date & time, otherwise Bid will be rejected: General Manager (C& P) Oil India Limited Plot No. 19, Sector-16A, NOIDA 201 301, UTTAR PRADESH A scanned copy of this document should also be uploaded along with the Bid documents.

Performance Security for supply & installation including training	The successful bidder shall submit Performance Security for an amount equivalent to 10% of Order Value (except FMS & AMS charges) excluding taxes payable by OIL within 15 days of issue of letter of award. Validity of Performance security in the form of Bank Guarantee must be 90 days beyond applicable warranty period.
FMS Performance Security	The successful bidder shall deposit performance security for FMS for an amount equivalent to 10% of yearly FMS charges within 15 days of issue of letter of award. Performance security in the form of Bank Guarantee must be valid for 90 days beyond completion of 4 years contract period for FMS.
AMS Performance Security	One month prior to completion of warranty period, successful bidder shall deposit security for performance for AMS for an amount equivalent to 10% of average annual AMS charges. Performance security in the form of Bank Guarantee must be valid for 90 days beyond completion of 3 years contract period for AMS.

- 2.0 Bidders interested to participate in the subject e-Tender are required to submit an application and tender fee (non-refundable) for an amount as indicated above through crossed Demand Draft / Bankers Cheque drawn in favour of Oil India Limited and payable at NOIDA / New Delhi. Applications (along with tender fee) for issue of USER ID & PASSWORD should be addressed to:

General Manager (C&P)
Oil India Limited
Plot No. 19, Sector-16A,
NOIDA – 301201(U.P)

Application for issue of USER ID & PASSWORD will be accepted by OIL **till 27.12.2016 (Up to 5.15 P.M.) only. Applicant must mention their full address, contact no. & e-mail ID clearly in their application.**

- 2.1 Vendors already having USER ID/PASSWOPRD for e-tender portal of OIL can pay tender fee through the Payment Gateway by using credit card /debit card or net banking. However, new vendor must obtain User ID and Password through on-line vendor registration system and can pay on-line subsequently.
- 2.2 **EXEMPTION OF TENDER FEE & BID SECURITY:**

Central Govt. departments, Central Public Sector undertakings are exempted from submitting Tender Fee & Bid Security. Bidders, who are Micro and Small Enterprises Corporation(NSIC) or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are also exempted from submitting Tender Fee & Bid Security irrespective of monetary limit mentioned in their registration certificate provided they are registered for the manufacture of same items for which tender has been invited and provided they submit offer for their own product/services. However, the valid registration certificate issued by the authorities as above and indicating the category of services, category of enterprises and the monetary limit for which they are registered must be submitted by the bidder along with their bids(Technical) without which the bidders will not be entitled for the exemption.

Bidders claiming exemption of tender fee should send their application with all credentials on or before 27.12.2016 to OIL's above office for issue of user ID & Password. Applicant must mention their address & E-mail ID clearly in their application.

- 2.3 All corrigenda, addenda, amendments, time extension, clarification etc. to the tender will be hosted on OIL website only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website to keep themselves updated.
- 3.0 This tender is invited under **SINGLE STAGE- TWO BID SYSTEM**. The bidders are required to submit their bids through electronic format in OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender. Please ensure that **TECHNO-COMMERCIAL UN-PRICED BID/ALL TECHNICAL DOCUMENTS RELATED TO THE TENDER** are uploaded in the **Technical RFX Response link** only. **Please note that no price details should be uploaded in Technical RFX Response link.** Details of prices as per Bidding format (SECTION-V) and Price List against Bill of materials (Annexure-II) is required to be uploaded as Attachment in the attachment link under **“Notes and Attachments”**. A screen shot in this regard is given below. However, we request bidders to go through OIL's e – Portal / Website before uploading their bids for updated information regarding participation requirements and procedure for OIL's e – tenders. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in SECTION-VI.

Display RFX Response:

Edit | Print Preview | **Technical RFX Response** | Close | Withdraw

RFX Response Number 60006452 RFX Number TEST2 Status Sub RFX Response
RFX Owner WIPRO_TEST1 Total Value 0.00 INR

RFX Information | Items | **Notes and Attachments** | Conditions

Basic Data | Questions

Event Parameters

Currency: Indian Rupee

Detailed Price Information: Price with Conditions

Terms of Payment: 9010 90% against despatch+10% after receipt

Partners and Delivery Information

Details Send E-Mail Call Clear

Function	Number	Name	Valid fr
The table does not contain any data			

On “EDIT” Mode- The following screen will appear. Bidders are advised to Upload “Techno-Commercial Unpriced Bid” and “Priced Bid” in the places as indicated above:

Edit RFx Response:

Submit | Read Only | Print Preview | Check | Technical RFx Response | Close | Save | V

RFx Response Number 60006452 RFx Number TEST2 Status Withdrawn Submission Deadline 13.04.2013 11:00:00 INDIA
 RFx Owner WIPRO_TEST1 Total Value 0.00 INR RFx Response Version Number 2 RFx Version Number 5

RFx Information | Items | **Notes and Attachments** | Conditions

Notes

Add ▲ Clear

Assigned To	Category	Text Preview

Attachments

Sign Attachment | Add Attachment | Edit Description | Versioning ▲ | Delete | Create Qualification

Assigned To	Category	Description	File Name	Version	Processor	Checker
The table does not contain any data						

Bid on "EDIT" Mode

Area for uploading Techno-Commercial Unpriced Bid*

Area for uploading Priced Bid**

Notes :

* The "Techno-Commercial Unpriced Bid" shall contain all techno-commercial details **except the prices.**

** The "Priced bid" must contain the price schedule and the bidder's commercial terms and conditions. For uploading Price Bid, first click on Sign Attachment, a browser window will open, select the file from the PC and click on Sign to sign the Sign. On Signing a new file with extension .SSIG will be created. Close that window. Next click on Add Attachment, a browser window will open, select the .SSIG signed file from the PC and name the file under Description, Assigned to General Data and click on OK to save the File.

- 3.1 The bid and all uploaded documents must be Digitally signed using "Class 3" digital certificate [e-commerce application (Certificate with personal verification and Organization name)] 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.
- 3.2 The authenticity of above digital signature shall be verified through authorized CA after bid opening. If the digital signature used for signing is not of "Class -3" with Organizations name, the bid will be rejected.
- 3.3 Bidder is responsible for ensuring the validity of digital signature and its proper usage by their employee.
- 3.4 The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.

4.0 INTEGRITY PACT:

1. OIL shall be entering into an Integrity Pact with the bidders as per the format enclosed vide Proforma-II of the tender document. Each page of this Integrity Pact Proforma has been duly signed by OIL's Competent Signatory. The Proforma has to be uploaded by the Bidder (along with the Technical Bid) duly signed by the same Signatory who sign the bid. Any bid not accompanied by the Integrity Pact Proforma duly signed by the Bidder shall be rejected straight away. Uploading the Integrity Pact with digital signature

will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid.

NAME OF INDEPENDENT EXTERNAL MONITOR:

- (a) SHRI RAJIV MATHUR, IPS (Retd.),
Former Director, IB, Govt. of India
E-mail Id : [rajivmathur23\[at\]gmail\[dot\]com](mailto:rajivmathur23[at]gmail[dot]com)
- (b) SHRI SATYANANDA MISHRA, IAS(Retd.)
Former Chief Information Commissioner &
Ex-Secretary, DOPT, Govt. of India
E-mail Id : [satyanandamishra\[at\]hotmail\[dot\]com](mailto:satyanandamishra[at]hotmail[dot]com)

5.0 PRE-BID MEETING

- 5.1 A Pre Bid Meeting shall be convened at 11:00 Hrs. on 19th December, 2016 at OIL India Corporate Office, Plot No. 19, Sector-16A, NOIDA -201301 UTTAR PRADESH.
- 5.2 Bidders or their authorized representatives, desirous of attending the Pre-Bid Meeting, must submit authorization letter at the time of Pre-Bid Meeting.
- 5.3 Bidders are requested to submit any queries/questions by email/courier and word format so as to reach OIL INDIA at least three (03) days before the pre-bid meeting. These queries/questions shall be addressed during the pre-bid meeting.
- 6.0 Bidders must ensure that their bid is uploaded in the system before "Due Date & Time of Bid-Submission" of bid. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.
- 7.0 Bidders are required to submit their bids along with a covering letter under the firm's / company's letterhead specifying the name and designation of the authorized person signing the bid, complete postal address of firm / company, telephone no., e-mail ID, etc.

Yours faithfully,

OIL INDIA LIMITED

(Anurag Gohain)
Manager (Materials)
For General Manager (C&P)
For Chairman & Managing Director

SECTION-I

INVITATION FOR BIDS

e-Tender No. SLI3170P17
Bid Closing Date: 03.01.2017

OIL INDIA LIMITED (OIL), a Govt. of India Enterprise, invites competitive bids from domestic bidders through its e-Procurement portal: <https://etender.srm.oilindia.in/irj/portal>, for “Security Access Control and Visitor Management System & CCTV Surveillance System for OIL’s Corporate office premises at OIL House, Plot No.-19, Sector-16A, NOIDA and S B Tower, 6th Floor, Sector-16A, NOIDA on turnkey basis including Supply, Installation & Commissioning.” Application showing full address and e-mail ID with Tender Fee (Non-refundable) of **Rs.1000.00** (PSU and MSE, SSI unit registered with NSIC are exempted) in the form of Bank Draft /Bankers Cheque in favour of Oil India Limited and payable at Noida/Delhi is to be sent to the office of **General Manager(C&P), Oil India Limited, Plot No. 19, Sector-16A, NOIDA-201301(e-mail ID: corp_c&p@oilindia.in)** only from **05.12.2016 to 27.12.2016**. The application along with tender fee and e-mail ID must reach the above office latest by **27.12.2016 (5.15 P.M.)**. The envelope containing the application for participation should clearly indicate ‘Request for participation in e-Tender’ for easy identification and timely issue of authorization. On receipt of requisite tender fee, unique 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. Bid document can be viewed using “Guest Login” provided in the e-Procurement portal. The link to e-Procurement portal has also been provided through OIL’s web site : www.oil-india.com.

Bidders claiming exemption from payment of tender fee should submit their request with all credentials at the above office of Oil India Limited on or before **27.12.2016** to get access for participation in the tender. **Vendors already having User ID/Password for e-tender portal of OIL can pay tender fee through the Payment Gateway by using credit card/debit card or net banking. A new vendor may obtain User ID and Password through online vendor registration system and pay on-line subsequently.**

Note: All corrigenda, addenda, time extension etc. to the tender will be hosted on above website & e-portal only and no separate notification shall be issued in the press. Bidders are requested to regularly visit above website & e-portal to keep themselves updated.

END OF SECTION-I

SECTION-II

GENERAL TERMS AND CONDITIONS

APPLICABLE TO BOTH PRESS AND LIMITED INDIGENOUS e- TENDERS

(Please refer to ANNEXURE-A for subsequent amendment of General Terms & Conditions for Indigenous Tenders)

1.0 TRANSFERABILITY OF BID DOCUMENTS:

- 1.1 The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.
- 1.2 Unsolicited offers will not be considered and will be straightway rejected.
- 1.3 Employees of Oil India Limited are prohibited from quoting and also from getting others to quote on their behalf.

2.0 COST OF BIDDING:

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and OIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.0 AMENDMENT TO BIDDING DOCUMENTS:

At any time prior to the bid closing date, OIL may for any reason, whether at its own initiative or in response to clarifications requested by the prospective bidder(s), modify the bidding document by amendment(s). All prospective bidders who have received the bidding documents will be notified of the amendments in writing.

4.0 CONTENTS OF OFFERS:

- 4.1 Offer should be in English and the bidders are required to indicate both Ex-works as well as FOR Destination price by road. The Price Schedule shall be furnished by the bidder as per Bidding Format of the tender document. The prescribed FORMAT should have clear mention whether quoting for any item or not. When any item is not being quoted by the Bidder, the corresponding space should be filled up by the words "Not Quoting". The Price Schedule shall be complete and free from ambiguity, change or interlineations.
- 4.2 OIL reserves the right to place order on FOR (dispatching station) or FOR (destination) terms. Offered rates should be kept firm through delivery/dispatch.

4.3 EXCISE DUTY:

- 4.3.1 Excise Duty, if any, should be quoted either as “extra” or as inclusive as the case may be. The Seller, if happens to be a Supply House, should not quote “Excise Duty” as extra.
- 4.3.2 SSI Unit availing slabs rate of turnover for duty structure should specify the maximum Excise Duty levies against the order at the time of delivery, if order is placed on them.
- 4.3.3 Bidders, who are manufacturers, should indicate the rate of Excise Duty, if any, separately for all quoted items.
- 4.3.4 Any benefit/concession/exemption involved should be spelt out clearly by the bidders. In case such information is not furnished in the Bid, the offer will be loaded with the maximum amount of Excise duty applicable for the item for evaluation purpose. However, OIL reserves the right to place the order based on the excise duty indicated in the Bid which will be binding on the Bidder.
- 4.3.5 Bidder should indicate the following in their offer:
 - a) Address of the factory from where the goods will be dispatched.
 - b) Chapter, Heading and Sub-heading of the Excise tariff for the material offered.

4.4 **SALES TAX:**

Any benefit/concession/exemption available at the time of delivery should be spelt out clearly by the bidders. In case such information is not furnished in the Bid, the offer will be loaded with the normal amount of tax applicable for the item for evaluation purpose. However, OIL reserves the right to place the order based on the tax indicated in the Bid which will be binding on the Bidder.

- 4.5 Taxes, Excise duty, if any, should be shown separately. IF TAXES ETC. ARE NOT SHOWN SEPARATELY THE OFFER WILL BE CONSIDERED TO BE INCLUSIVE OF ALL TAXES, DUTIES ETC. AND WILL BE BINDING ON THE BIDDER.

4.6 **OTHER TAXES & LEVIES:**

- (i) All taxes and statutory levies except Service Tax for the services including installation/commissioning, Training etc. shall be to the Bidder/Seller’s account.
- (ii) Service Tax applicable on the value of the Services rendered by the Bidder/Seller in connection with installation/commissioning, training etc. shall be to Company’s account. However, the Company will deduct income tax at source as per Indian Income Tax Act and other taxes as applicable under law. Service tax and other applicable Taxes should be shown separately in the bidding format.
- (iii) Seller/Contractor shall be responsible for and pay the personal taxes, if any, for all the personnel deployed. The Seller/Contractor shall comply with Indian Income Tax Acts, Rules and Labour Laws framed by Central or State Government from time to time with respect to supply of manpower / sub-contractor or other contracts awarded to other parties.

4.7 STATUTORY VARIATION:

Any statutory variation (increase/decrease) in the rate of excise duty/sales tax/Customs Duty or any statutory levy after the closing date of tenders/revised priced bid, as the case may be, but within the contractual delivery/completion period will be to the account of OIL subject to documentary evidence. However, any increase in excise duty/sales tax/Customs Duty or any statutory levy after the expiry of the scheduled date of delivery shall be to the supplier's account.

4.8 THIRD PARTY INSPECTION (When specifically called for in the tender):

4.8.1 All inclusive charges for Third Party Inspection must be indicated separately.

4.8.2 Offers without any mention about Third Party Inspection charges as specified above will be considered as inclusive of Third Party Inspection charges. When a bidder mentions Third Party Inspection charges as extra without specifying the amount, the offer will be loaded with maximum value towards Third Party Inspection charges received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, Third Party Inspection charges mentioned by OIL on the Purchase Order will be binding on the bidder.

4.9 SAMPLES (When specifically called for in the tender):

4.9.1 Bidder shall submit Samples of requisite quantity whenever called for. Each sample shall be sealed and have a card affixed indicating

- a) Bidder's name, address, contact Telephone No. & Email address
- b) Tender No. and Bid Closing Date
- c) Product Name
- d) Item No. of the tender

4.9.2 Sample must be received on or before the Bid closing date failing which the will be rejected. The unsuccessful bidder should take back the sample submitted within 90 days time from the date of bid closing, failing which OIL would not have any responsibility towards safe custody of the sample.

4.9.3 Bidders who have been exempted from submission of tender sample through specific communication from OIL, need not submit any sample. However, they will be required to enclose a photocopy of the exemption letter along with their bid failing which their offers will be liable to be rejected.

4.10 TRAINING (When specifically called for in the tender):

4.10.1 Bidders shall indicate cost for training OIL's personnel separately whenever called for.

4.10.2 For training at Bidder's premises, only the training fee should be indicated by the Bidder. All charges towards to & fro fare, boarding/lodging and daily expenses etc. for OIL's personnel shall be borne by OIL.

4.10.3 For training at OIL's premises, the Bidder should quote training charges which should be inclusive of all charges of their personnel viz. to and fro air fares, boarding/lodging expenses and daily expenses etc. for the entire period. Local transport for commuting to the site at the place of training will be provided by OIL.

- 4.11 **INSTALLATION AND COMMISSIONING** (When specifically called for in the tender):
- 4.11.1 In the event installation and commissioning of the item by the technical experts of the bidders is involved, the charges thereof should be quoted separately which should be inclusive of to and fro air fares, boarding/lodging & daily expenses of the bidder's technical personnel amongst others. Bidders shall also indicate in their offer the total expected time required for installation/commissioning of the items.
- 4.11.2 Offers without any mention about installation/commissioning and Training charges will be loaded with maximum value towards installation/commissioning and Training charges received against the tender for comparison purposes.
- 4.12 **DISCOUNT**
Prices should be quoted net of discount by the bidders. However, unconditional discount of any type, indicated separately, will be taken into account for evaluation purpose. Conditional discount will not be considered for evaluation purpose. However, if such bidder happens to be the lowest recommended bidder, unsolicited discount without any condition will be considered for computing the Order price.
- 4.13 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 4.14 **BIDDERS SHOULD OFFER FIRM PRICES:**
Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.
- 4.15 **CHANGE IN QUANTITY:**
OIL reserves the right to increase / decrease the quantity. It will be obligatory on the part of the Bidder to supply ordered quantity at the offered rates.
- 4.16 **TECHNICAL LITERATURE:**
Relevant technical literature must be submitted along with the offer whenever called for without which the offer would be liable to be rejected.
- 4.17 **DELIVERY:**
Offers should be for delivery at site as indicated, with firm delivery date. If delivery is not specifically indicated by the bidders, it will be construed that the delivery quoted is as per delivery indicated in our enquiry and will be binding on the bidder. The delivery will be counted from the date of receipt of the letter of intent/order by the successful bidder.
- 4.18 **VALIDITY:**
Offers must be valid for acceptance for the minimum period of 120 days, unless otherwise specified, counted from the Bid Closing Date as indicated in the covering page. Offers without the minimum validity period will be rejected. In the absence of

any categorical mention regarding validity of the offer, it will be construed that the offer is valid as called for in the covering page and it will be incumbent on the bidders to accept order, if any, when placed within such validity.

4.19 **VAGUE AND INDEFINITE EXPRESSIONS:**

Any vague and indefinite expressions such as “Subject to prior sale”, “Prices ruling at the time of dispatch”, “Subject to availability of materials” etc. will not be considered.

4.20 **WITHDRAWAL OF OFFERS BY BIDDER :**

In case any bidder withdraws their bid within the bid validity period, Bid Security (wherever applicable) will be forfeited and the party will be debarred for a period of minimum 01(one) year and maximum 3(three) years.

4.21 **CANCELLATION OF TENDER –REFUND OF TENDER FEE/ BID SECURITY :**

In the event, a particular tender is cancelled the tender fee will not be refunded. In case the tender is cancelled and refloated, tender will be issued free of cost to the bidders who purchased against cancelled tender.

4.22 **FURNISHING FRAUDULENT INFORMATION / DOCUMENT :**

If it is found that a bidder has furnished fraudulent document/information, the bid security/Performance Security (wherever applicable) shall be forfeited and the party will be debarred for a period as per company’s policy from date of detection of such fraudulent act, besides the legal action.

4.23 **BACKING OUT BY BIDDER AFTER ISSUE OF LETTER OF AWARD**

In case the bidder does not accept the LOA / Purchase order issued within validity of their offer, the bid security (wherever applicable) shall be forfeited and the firm shall be debarred for a period of minimum 01(one) year and maximum 3(three) years.

5.0 **CLARIFICATION IN RESPECT OF INCOMPLETE OFFERS:**

Prospective bidders are advised to ensure that their bids are complete in all respects and conform to OIL’s terms, conditions and bid evaluation criteria of the tender. Bids not complying with OIL’s requirement may be rejected without seeking any clarification.

6.0 **BID SECURITY:**

(NOTE: This clause is applicable only in case of tenders wherever specifically mentioned.)

6.1 All the Bids must be accompanied by Bid Security (wherever applicable) for the amount as mentioned in the Forwarding letter and shall be in the prescribed format (APPENDIX-II) in one of the following forms:

i) A Bank Guarantee from any nationalised scheduled Indian Bank. The Bank Guarantee shall be valid for 180 days from the scheduled bid closing date and shall be enforceable at Noida/Delhi.

ii) Bank draft / Cashier cheque in favour of OIL INDIA LIMITED and payable at NOIDA.

Note: In case of extension of bid closing date against any tender where a bidder has already submitted his bid with requisite bid security within the original BC date, such bidders will be asked to confirm extension of their bid security after opening of the bids. Offers from such bidders will be considered if they extend bid security for the corresponding period of extension of BC date upon request from OIL.

- 6.2.1 The bidders will have to submit the Bank Guarantee from any of the scheduled Indian banks and on non - judicial stamp paper of requisite value, as per the Indian Stamp Act, purchased in the name of the issuing banker.
- 6.2.2 The Bank Guarantee issued by a Bank amongst others must contain the following particulars of such Bank:
- (a) Full Address
 - (b) Branch Code
 - (c) Code Nos. of the authorized signatory with full name and designation
 - (d) Phone Nos./Fax Nos./E-mail address
- 6.2.3 In case, any such Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the bid submitted by the concerned bidder shall be rejected forthwith and the bidder shall be debarred from participating in future tenders.
- 6.3 Any bid not accompanied by a proper Bid Security (in Original) in conformity with Clauses 6.1 and 6.2.1 will be rejected outright without any further reference.
- 6.4 The Bid Security of the unsuccessful bidders will be returned after finalization of tender whereas the Bid Security of the successful bidder will be discharged on such bidder's furnishing the Performance Security to OIL in the prescribed format against the Purchase Order secured by the bidder within the stipulated time frame. The successful bidder will however, ensure the validity of the Bid Security till such time the Performance Security in conformity with Clauses 7.0 below as the case may be, is furnished.
- 6.5 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.
- 6.6 Bid Security will not accrue any interest during its period of validity or extended validity.
- 6.7 The Bid Security (wherever applicable) will be forfeited:
- a) If a bidder withdraws his bid during the period of validity of bid or any extension thereof duly agreed by the bidder,
- OR
- b) If the successful Bidder do not accept the order or fails to furnish the Performance Security within 15 days of placement of order or before the expiry of Bid Security (unless extended), whichever is earlier.
 - c) If a bidder furnished fraudulent document/information in their bid.
- 6.8 **Exemption of Bid Security:** (Please refer to Para 3(ii) of ANNEXURE-A in this regard)
- 6.8.1 ~~Small Scale Units registered with NSIC/Directorate of Industries are exempted from submitting bid security provided they submit an attested copy of their valid~~

~~registration with Corporation / directorate of Industries which indicates the category of items being tendered for and if the total tender value is less than the monetary limit for which the unit is registered. Documentary evidence of the monetary limits should be enclosed without which the bidder will not be entitled for exemption.~~

6.8.2 Public Sector undertakings are exempted from submitting Bid Security.

7.0 **PERFORMANCE SECURITY:**

(NOTE: This clause is applicable only in case of tenders wherever specifically mentioned.)

- 7.1 The successful bidder shall furnish the Performance Security in the prescribed form herewith within 15 days of the receipt of Letter of Intent / order / LOA / Contract failing which OIL reserves the right to cancel the order / contract and forfeit the Bid Security. Bidders should undertake in their bid to submit Performance Security as stated above.
- 7.2 In the event of Seller's/Bidder's failure to discharge their obligations under the Contract, the Performance Security shall be encased and the proceeds thereof shall be forfeited without any further reference to the Seller/Bidder.
- 7.3 The Performance Security shall be denominated in the currency of the contract and shall be in any of the following forms:
- (a) A Bank Guarantee in the prescribed format (APPENDIX-II) issued from any scheduled Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank only will be accepted. Bank Guarantees issued by Banks in India should be on non-judicial stamp paper/Frinking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the Seller .Bank Guarantee with any condition other than those mentioned in OIL's prescribed format shall not be accepted and bids submitted by bidders with such Bank Guarantee will be liable for rejection.
 - (b) A Cashier's cheque or Demand Draft with validity of minimum 90 days or as per RBI's guidelines, drawn on "Oil India Limited" and payable at NOIDA/Delhi
(Note : In case of submission of Demand Draft/Cashier Cheque towards Performance Security by seller, OIL shall encash the Demand Draft/Cashier Cheque. However, the return of Performance Security will be governed by the terms and conditions of the Bid Document / Purchase order.)
- 7.4 The Bank Guarantee issued by the Bank amongst others must contain the following particulars of the Bank:
- (a) Full Address
 - (b) Branch Code
 - (c) Code Nos. of the authorized signatory with full name and designation
 - (d) Phone Nos./Fax Nos./E-mail address
- 7.6 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the LOI/Purchase Order issued/placed on the Supplier shall be treated as cancelled forthwith and the bidder shall be debarred from participating in future

tenders. Further, the Bid Security submitted by such Supplier shall be invoked without any further reference.

- 7.7 The Bank Guarantee shall be enforceable at NOIDA/DELHI or as specified in the order.
- 7.8 Performance Security for capital nature items like plant and machinery etc. shall be valid for 90 days beyond delivery period and or applicable warranty/ guarantee/ defect liability period. The validity requirement of Performance Security specified in the main order is assuming despatch within stipulated delivery period. In case of any delay in despatch, validity of the Performance Security is to be extended suitably as aforesaid.
- 7.9 Performance Security will be discharged by the Purchaser and returned to the Seller, within 30 days of its expiry of validity including any extension sought thereof in case of no claim on seller by the purchaser.
- 7.10 Performance Security amount will not accrue any interest.
- 7.11 **Exemption of Performance Security:** (Please refer to Para 5.0 of ANNEXURE-I in this regard)
- 7.11.1 ~~Small Scale units registered with NSIC/Directorate of Industries are exempted from submitting Performance Security if the order/contract value is less than the monetary limits for which the firm is registered. In absence of monetary/quantity limit in the NSIC/Directorate of Industries certificate, bidders should submit Capacity Assessment Certificate issued by concerned NSIC/District Industries Centres. Otherwise the unit will not be eligible to avail exemption for Performance Security.~~
- 7.11.2 The bidders will extend the validity of the Performance Security, if and whenever specifically advised by OIL, at the Bidder/Seller's cost.

8.0 **DOCUMENTS COMPRISING THE BID:**

The bid prepared by the bidder shall comprise the following components, duly completed:

- a) Technical Bid as per scope of work, Technical Specifications & List of Materials as per SECTION-III
- b) Technical & Financial BRC Form with Documentary evidence in accordance with the Bid Rejection Criteria (BRC) as per Section-VI.
- c) Statement of compliance as per Proforma-I, enclosed.
- d) Price bid as per the bidding format provided in Section -V.
- e) Price list for Bill of Material as per Annexure-II
- f) Bid must accompany necessary literature/catalogue of the equipment as well as of the spare parts catalogue thereof, wherever required.
- g) Authorization letter for attending Tender Opening (Refer APPENDIX-I)
- h) Bid Security, wherever required.
- i) Confirmation about the Performance Security, wherever required
- j) Integrity Pact Performa, wherever required.

9.0 **SUBMISSION OF OFFER:**

- 9.1 Please refer to OIL's e – Portal / Website before uploading your bids for updated information regarding requirements, guidelines and procedure for submission of offers in OIL's e – tenders portal.
- 9.1.1 *In the event of receipt of only a single offer against the tender within the 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.*
- 9.2 In case of **TWO BID SYSTEM**, bidders shall upload **Technical Bid / all technical documents related to the tender** in the **Technical RFX Response link** only. The **“TECHNO-COMMERCIAL UNPRICED BID”** shall contain all techno-commercial details except the prices. **Please note that no price details should be uploaded in Technical RFX Response link.** The **“PRICE BID”** must contain the price schedule and the bidder's commercial terms and conditions. The Details of prices as per Bidding format(SECTION-IV) and Price List for Bill of materials (Annexure-II) shall be uploaded as Attachment in the attachment link under **“Notes and Attachments”**.
- 9.2.1 Under TWO STAGE BIDDING SYSTEM, bidders are required to submit only the Techno-commercial “Un-price Bids” in the first stage. The “Price Bids” will be submitted at a later date when called for by OIL.
- 9.3 Any offer not complying with the above submission procedure will be rejected.
- 10.0 **DEADLINE FOR SUBMISSION OF BIDS:**
- 10.1 Bidders will be permitted by System to make any changes in their bid after bid has been uploaded by bidder.
- 10.2 No bid can be submitted after the submission dead line is reached. The system time displayed on e-procurement web page shall decide the submission dead line.
- 11.0 **MODIFICATIONS AND CLARIFICATIONS OF BIDS:**
- 11.1 Offers or modifications to offers received after the Bid Closing Date and time will not be considered. No unsolicited correspondence after submission of the offer will be taken cognizance of or responded to.
- 11.2 After the opening of the bid, OIL may at its discretion ask the bidder for clarification of its bids. The request for clarification and response shall be in writing and no change in the price or substance of the Bid shall be accepted. The reply of the bidder should be restricted to the clarifications sought.
- 12.0 **EXTENSION OF BID SUBMISSION DATE:**
- Normally no request for extension of Bid Closing Date will be entertained. However, in case of any changes in the specifications, inadequate response or for any other reasons, OIL may at its discretion, extend the bid closing date and/or time.
- 13.0 **LATE BIDS:**
- 13.1 Timely submission of tenders is the responsibility of the bidder. Bidders are advised in their own interest to ensure that bid are uploaded in system well before the closing date and time of the bid.

14.0 **OPENING OF TENDERS:**

- 14.1 Bidder or their authorised representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, a letter must be produced to the Tender Opening Officer at the time of opening of tenders. Unless this letter is presented, the representative will not be allowed to attend the tender opening.
- 14.2 In case of any unscheduled holiday/Bandh on the bid opening date, the closing/opening date shall be re-fixed to next working day, the time notified remaining the same.

15.0 **COMPLIANCE WITH TENDER:**

- 15.1 Bidder's offer must conform in all respects with the applicable specifications, drawings and terms and conditions of the tender. Any deviation from the tender specifications or terms and conditions must be clearly and explicitly stated. In order to be considered responsive, bidder's offer must specifically include the following statement:

We certify that our offer complies with all NIT requirements and Specifications except for the following:

List exception

If none, state "None"

- 15.2 OIL reserves the right to accept / reject any deviation in bidder's offer pertaining to the materials specifications or to the terms and conditions stipulated in this tender without assigning any reason other than Bid Rejection Criteria specified in the Bid document.
- 16.0 **PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**
- 16.1 OIL reserves the right to accept / reject or prefer any offer either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for OIL's action. OIL also reserves the right to split the order between two or more parties.

17.0 **INSPECTION AND TEST:**

- 17.1 All materials to be supplied shall be subject to inspection and test by OIL at its discretion at any stage of manufacture and before despatch by mutual arrangement. Inspection and tests shall be carried out either by OIL's personnel or through a third party nominated by OIL. Seller has to arrange for the inspection through the nominated third party (whenever applicable) and obtain the necessary inspection certificates.
- 17.2 OIL reserves the right to inspect the material through any of the Third Party Inspection Agencies. While appointing the Third party Inspection Agency (from OIL's approved agencies), the bidder shall pass instruction to the appointed Third Party Inspection Agency to comply and respond to the advice/queries made by OIL directly with the inspection agency in connection with the inspection.

17.3 Bidder must extend the required facility for inspection by Third Party Inspection Agency. The bidder will be responsible for arranging the third party inspection and must submit the inspection certificate in Original to OIL along with the despatch documents. The certificate issued by the Third Party Inspection Agency must specify that the inspection has been carried out for the material to be supplied to OIL INDIA LIMITED and inspection has been carried out as per the scope of inspection stipulated in OIL's Purchase Order. The certificate should also specify OIL's Purchase Order Number.

18.0 **PACKING:**

18.1 Packing of goods must be sufficiently robust to withstand multiple handling during transit for delivery to their final destination so that contents do not get damaged. Protection of the plant and equipment against corrosion or deterioration must be given special attention.

18.2 Machined steel and iron parts are to be heavily greased / varnished as a prevention against rust.

18.3 In the case of internal combustion engines, compressors and similar equipment, internal parts are to be sprayed with an inhibitor or water splitting preservative and all openings covered with tape to prevent ingress of water.

18.4 Boxes / Packing cases containing electrical / electronic equipment are to be waterproof lined.

18.5 All items must have their respective identification marks painted / embossed on them.

18.6 Crates or boxes should have a list of items contained therein secured to the exterior by means of an enveloping piece of tin sheet nailed to the wood. A duplicate list should also be included inside the crate with the contents.

18.7 The Seller shall be responsible for damage of goods either in full or in part and for corrosion and/or deterioration of the plant and equipment during transit due to inadequate/insufficient packing or due to non-compliance with the above Para Nos. 18.1 to 18.4 depending upon the nature of items and as such shall be obligated to repair or replace the damaged goods or plant or equipment in full or in parts thereof, at free of cost to OIL within a reasonable period of time.

18.8 **WEIGHT AND SIZE LIMITATION OF PACKAGES:**

Normal limiting dimensions and weights are as under:

<u>Category</u>	<u>Length</u>	<u>Width</u>	<u>Height</u>	<u>Capacity</u>
Truck	5.185 Mtrs.	1.98 Mtrs	1.98 Mtrs	9 MT
Normal Trailer	10.98 Mtrs	2.44 Mtrs	2.44 Mtrs	18 MT
Semi Low Bed Trailer	10.98 Mtrs	3.05 Mtrs	3.05 Mtrs	20 MT
Low Bed Trailer	6.71 Mtrs	3.05 Mtrs	3.81 Mtrs	18 MT

This dimensional restriction must not be violated without prior approval from OIL. The finished packing should be in the form of a Box under the limited dimensions.

19.0 **DESPATCH :**

19.1 **Road Despatch:**

- 19.1.1 In the event of an order other than FOR Destination terms, the material will be required to despatch through OIL's approved transporter (which will be specified in the order) on "Door Delivery" basis.
- 19.1.2 For orders placed on FOR Destination basis, the material will be required to despatch through reputed Bank approved transporters only on Door Delivery basis. In case OIL is required to collect the material from transporters godown, extra expenditure incurred thereof will be recovered from the Bidder/seller.
- 19.2 **Rail Dispatch:**
In case of Rail dispatch, the Bidder will be fully responsible for arranging required railway wagons/rake. Tubular consignment will be dispatched on open type wagons only. Height of the wagons should not exceed 4.6 metres.
- 19.1 Successful suppliers will be given necessary permission to enter into the Company's Area or Company's other operating areas to deliver the materials as per the timings given below:
- a) Monday to Friday: Morning: 10:00 AM to 01.30 PM
Afternoon: 02.00 PM to 04.30 PM
- 20.0 **INSURANCE:**
- 20.1 Transit insurance will be arranged and paid for by OIL for all orders other than FOR Destination orders, if otherwise not mentioned anything in the tender. The Bidder/seller will be required to intimate the insurance agency (which will be specified in the Purchase Order) regarding the despatch details immediately after despatch. The Sellers have to arrange the transit insurance at their cost in case of orders placed on FOR Destination basis.
- 21.0 **PAYMENT TERMS:**
- 21.1 **Payment terms where installation / commissioning and training are not involved :**
- 21.1.1 Payment will generally be made against completed supply. Where phased delivery is indicated in the order, payment will be made against each lot as per phasing.
- 21.1.2 In certain cases, payment to the extent of 90% maximum of the value of the supply will be made against proof of dispatch presented through Bank or to OIL directly. Balance 10% of the value will be released not later than 30 days of receipt of goods at OIL's site. Adjustments, if any, towards liquidated damage shall be made from the balance 10% payment. OIL may consider releasing 100% payment against despatch documents for suppliers having good track record with OIL and where 10% Performance Security is submitted in time and no installation/commissioning is involved.
- 21.2 **Payment terms where installation /commissioning and Training are involved :**
Wherever installation / commissioning and Training are involved, 70% payment will be made against supply of materials and balance 30% after satisfactory commissioning at site along with the installation & commissioning charges after adjusting liquidated damages, if any. Payment towards training will be released after successful completion of training.
- 21.3 **Payment against trial orders :**

In the event of placement of trial orders, payment will be made only on acceptance of goods after successful field trial of the materials.

21.4 Payment to third party :

Request for payment/part payment to third party (i.e., other than the party on whom the order has been placed) will not be entertained by OIL under any circumstances. The offers stipulating payment/part payment to such third party will be considered as non-responsive and such offers will be rejected.

21.4 Banking Charges :

All banking charges will be to the bidder's account.

21.5 Advance Payment:

21.5.1 Request for advance payment shall not be normally considered. Depending on merit and at the discretion of OIL, advance payment may be agreed at an interest rate of 1% above the prevailing Bank rate (CC rate) of State Bank of India compounding on quarterly basis from the date of payment of the advance till recovery /refund.

21.5.2 Advance payment if agreed to by the Company shall be paid only against submission of an acceptable Bank Guarantee whose value should be equivalent to the amount of advance plus the amount of interest estimated by OIL on the basis of contractual delivery period.

21.5.3 Bank Guarantee shall be valid for 3 months beyond the delivery period incorporated in the order and same shall be invoked in the event of Seller's failure to execute the order within the stipulated delivery period.

21.5.4 In the event of any extension to the delivery date, seller shall enhance the value of the bank guarantee to cover the interest for the extended period and also shall extend the validity of bank guarantee accordingly.

22.0 CONFIDENTIAL INFORMATION:

22.1 The Bidder / Seller shall treat as confidential all designs, drawings, data or information written or verbal, supplied by OIL and shall use its best endeavors to ensure that such design, drawings, data or information is not divulged to any third party except with the consent of OIL where necessary for the purpose of performance of its obligation hereunder and subject to similar undertakings being obtained from such third parties to treat such design, drawings, data or information in like confidence other than designs, drawings, data or information which at the time of proposed disclosure are within the public knowledge or in the Bidder's/Seller's possession.

23.0 PATENT AND OTHER RIGHTS:

23.1 The Bidder/Seller shall fully indemnify OIL against any action, claim or demand, costs and expenses arising from or incurred by reason of any infringement or alleged infringement of any letter, patent, design, trademark or name, copy right or other legally protected rights in respect of any plant, work, materials to be supplied or any arrangement, system or method of using, fixing or working to be employed by the Bidder/Seller.

- 23.2 In the event of any claim or demand being made or action brought against OIL in respect of any of the aforesaid matters, OIL shall notify the Bidder/Seller thereof as soon as possible and Bidder/Seller shall conduct with the assistance of OIL if necessary, but at his own expense, all negotiation for the settlement of such matter and any legal proceeding, litigation/ arbitration involved or which may arise therefrom.
- 24.0 **INDEMNITY AND INSURANCE:**
- 24.1 The Bidder/Seller shall defend or hold OIL harmless from all actions, claims, suits and demands made, against either or both of them in respect of injuries to or death of any person including employees of the Bidder/Seller or non-compliance of any statutory/safety requirement.
- 24.2 The Bidder/Seller shall also defend and hold OIL harmless for loss of and damage to property arising from the supply of any goods or materials or the erection, installation repair or operation for a period, of any plant hereunder.
- 25.0 **ASSIGNMENT:**
- 25.1 The Bidder/Seller shall not transfer, assign or sublet the consequent Contract or any part thereof without the prior consent in writing from OIL. Any permitted transfer/assignment or subletting shall not relieve the Bidder/Seller of any of his obligations which might have arisen before such permission was given.
- 26.0 **WARRANTY / GUARANTEE:**
- 26.1 Goods, materials or plant (s) to be supplied hereunder shall be new, of recent make, of the best quality & workmanship and shall be guaranteed by the Seller for a period of 18 (eighteen) months from the date of dispatch or 12 (twelve) months from the date of commissioning/receipt (where commissioning is not involved) whichever is earlier against defects arising from faulty materials, workmanship or design. Defective goods / materials or parts notified by OIL to the Seller shall be replaced immediately by the Seller on F.O.R destination basis including payment of all taxes and duties at Seller's expense. This guarantee shall survive and hold good notwithstanding inspection, payment for and acceptance of the goods. However, for consumables like chemicals, cement, tubular etc. the guarantee shall be valid for 12 months from the date of dispatch.
- 27.0 **DEFAULT IN DELIVERY / LIQUIDATED DAMAGES:**
- 27.1 Time will be of the essence of the contract.
- 27.2 In the event of the Seller's default in maintaining the agreed delivery schedule set out in the order, OIL shall have the right to cancel the order at any time after expiry of scheduled delivery date without any reference to the Seller and make alternative arrangement at the discretion of OIL in which case extra expenditure involved, will be recoverable from the Seller and OIL shall not be responsible towards such cancellation or any damage that may be incurred by the Seller. The decision of OIL shall be final and binding on the Seller.

- 27.3 As an alternative to Clause No. 27.2 above, OIL reserve the right to accept the materials but, the Seller shall be liable to pay liquidated damages @ 0.5% per week or part thereof of the value of the goods in respect of which default in delivery takes place subject to a maximum of 7.5 %. Should there be default on the part of the Seller for more than 15 Weeks from the scheduled date to complete the delivery or to complete the installation/commissioning & Training (wherever applicable) successfully, OIL shall have the right, in addition to the provisions under Clause 27.2 to invoke the Performance Security without causing any notice to the Seller to this effect. The amount of liquidated damage as stipulated above is a pre-estimated genuine loss as agreed by both the parties and shall be payable without any demur and shall not be open for any dispute whatsoever.
- 27.4 The liquidated damage as agreed by both the parties as a genuine pre-estimated loss shall be payable on Landed Cost of the materials at NOIDA inclusive of all cost to the extent of default (undelivered portion only in cases where part delivery is acceptable) and commissioning at site is not involved.
- 28.0 **FORCE MAJEURE:**
- 28.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and full particulars of such force majeure in writing or by telegram / telex / fax to other party as soon as possible (within maximum one week), after the occurrence of the cause relied on then the obligations of the party giving such notice with proper documentary evidence so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.
- 28.2 The term "Force Majeure" as used herein shall mean 'Acts of God' including Landslides, Lightning, Earthquake, Fires, Storms, Floods, declared Wars, Blockades, insurrection, riots, Government regulations etc., which are not within the control of the party claiming suspension of its obligations within the meaning of the above Clause 29.1 and which renders performance of the contract by the said party completely impossible.
- 29.0 **DEFAULT:**
- 29.1 In the event of an Contract with the Bidder, if the Bidder/Seller contravenes any of the provisions of the Contract or neglects to carry out his obligations of the Contract, OIL may give notice in writing thereof requiring the Bidder/Seller to remedy the breach within seven days, or within such period as OIL may agree to be reasonable and in the event of Bidder's/Seller's failing to do so, OIL will be at liberty to purchase the goods elsewhere or have the work which the Bidder/Seller has neglected to do, carried out by some other person at the Bidder's/Seller's expense. In such an event OIL shall have the right to terminate the Contract.
- 30.0 **TERMINATION:**
- 30.1 In the event of an Contract with the Bidder, OIL shall have the right to terminate the Contract giving 7 days notice or such reasonable time and in this event shall pay to

the Bidder/Seller such sum as shall fully compensate the Bidder/Seller for work carried out by him in performance of the Contract prior to such termination.

31.0 APPLICABLE LAW:

The contract arising out of this tender shall be interpreted in accordance with and governed by the laws of India.

32.0 ARBITRATION:

32.1 All disputes and differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this Tender and consequent Contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, the matter shall be settled by arbitration in accordance with the provision of arbitration of the Indian Arbitration & Conciliation Act, 1996 and any statutory modification or re-enactment thereof and the Rules made there under and for the time being in force. The venue of arbitration shall be at NOIDA/DELHI unless otherwise agreed by OIL.

32.2 In case of dispute with the Seller who happens to be a Public Sector Undertaking, the same shall be resolved as per Department of Public Enterprises (DPE) guidelines.

33.0 BID REJECTION CRITERIA:

The bids must conform to the specifications, terms, and conditions given in the NIT. Bids shall be rejected in case the items offered do not conform to the required minimum / maximum parameters stipulated in the technical specifications and to the respective international/ national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements shall have to be particularly met by the bidders, without which the offer will be considered as non-responsive and rejected:

- 33.1 Bidders shall offer firm price through delivery and not subject to variation on any account. Bids with adjustable price shall be treated as non-responsive and rejected.
- 33.2 Offers with inadequate validity will be rejected.
- 33.3 Bids received after Bid Closing Date and time shall be rejected. Also, modification of Bids received after Bid Closing Date/time shall not be considered.
- 33.4 Offers received from unsolicited parties shall not be considered and rejected.
- 33.5 Bids shall be typed or written in indelible ink and Original bid shall be signed by the bidder or his authorized representative on all pages failing which the bid shall be rejected.
- 33.6 Offers received through Telex / Cable / Fax / E-mail/telephone shall be rejected unless specifically asked for in writing. Similarly offers received as Xerox / photocopy which is not on original letterhead of the Bidder & not duly signed & stamped will be rejected.
- 33.7 Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the person (s) signing the bid. Any bid not meeting this requirement shall be rejected.
- 33.8 Any offer containing incorrect statement will be rejected.

- 33.9 Bids without original Bid Security as per Para 6.0 (wherever called for) and confirmation regarding submission of requisite Performance Security as per Para 7.0 (wherever called for) shall be rejected.
- 33.10 Bids not submitted in compliance with Two Bid / Two Stage Bidding system mentioned in Para 9.2 (whenever applicable) will be rejected.
- 33.11 Bids not submitted in compliance with Para 4.9.2 regarding submission of samples (whenever applicable) will be rejected.
- 33.12 Any mention of price details in the technical bid in case of single stage two bid system.
- 33.13 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.
- 34.0 **BID EVALUATION CRITERIA:**
- 34.1 Bids which are found to be responsive and meeting the requirement both specification wise and terms and conditions in the enquiry will be considered for final evaluation.
- 34.2 Each item shall be normally evaluated independently unless otherwise stated.
- 34.3 In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.
- 34.4 Similarly, in the event of discrepancy between words and quoted figure, words will prevail.
- 34.5 Preference to Public Sector Undertaking and Small Scale Industries etc. will be given as per prevailing Government Guidelines as applicable on bid closing date.
- 34.6 At the time of evaluation of the offers, past performance of similar equipment supplied by the bidder as well as after-sales service, supply of spares, etc. in respect of such equipment by the concerned bidder will be considered / evaluated. If the same are not found to be satisfactory as already communicated to the bidder, the offer may be considered as unacceptable offer and rejected.
- 34.7 Considering the nature of the item, if the product offered by the lowest acceptable bidder is not field proven in OIL, purchaser at its discretion may place a trial order to the extent of 25% (maximum) only and balance quantity will be procured from other competitive bidders whose product has been field proven in OIL.
- 35.0 **COMPARISON OF OFFERS:**
- 35.1 Comparison of the bids will be done on total F.O.R. destination cost basis to ascertain the lowest bid. Railway freight in case of bulky consignments (forming rake loads) and road freight for others will be considered for arriving at the FOR destination cost.
- 35.2 In case of any conflict between the Rejection/Evaluation criteria stipulated here with that given in the Invitation for Bid, those mentioned in the Invitation for Bid will prevail.

36.0 **SET OFF:**

“Any sum of money due and payable to the Contractor/Supplier (including security Deposit refundable to them) under this or any other contract may be appropriated by the Company and set off against any claim of the Company (or such other person or persons contracting through the Company) for payment of a sum of money arising out of this contract or under any other contract made by the Contractor/Supplier with the Company (Or such other person or persons contracting through the Company)”.

37.0 **APPLICABILITY OF GENERAL CONDITIONS OF CONTRACT:**

In case of any contradiction between clauses stipulated here and provisions mentioned elsewhere of the tender document, provisions mentioned elsewhere shall prevail and override the Clauses in this Section.

Public Procurement Policy for Micro and Small Enterprises (MSEs)

Govt. of India under Micro, Small and Medium Enterprises Development (MSMED) Act 2006, has proclaimed the Public Procurement Policy, 2012 with effect from 1st April, 2012 in respect of procurement of goods and services, produced and provided by micro and small enterprises, by its Ministries, Departments and Public Sector Undertakings for promotion and development of Micro and Small Enterprises.

The Public Procurement Policy shall apply to Micro and Small Enterprises registered with:

- (i) District Industries Centers or
- (ii) Khadi and Village Industries Commission or
- (iii) Khadi and Village Industries Board or
- (iv) Coir Board or
- (v) National Small Industries Corporation or
- (vi) Directorate of Handicrafts and Handloom or
- (vii) Any other body specified by Ministry of Micro, Small and Medium Enterprises

2.0 Classification of Micro, Small and Medium Enterprises (MSME) for supply of Goods:

In the case of the enterprises engaged in the manufacture or production of goods pertaining to any industry specified in the First Schedule to the Industries (Development and Regulation) Act, 1951, as:

- (a) A Micro enterprise, where the investment in plant and machinery does not exceed twenty five lakh rupees.
- (b) A Small enterprise, where the investment in plant and machinery is more than twenty five lakh rupees but does not exceed five crore rupees.
- (c) A Medium enterprise, where the investment in plant and machinery is more than five crore rupees but does not exceed ten crore rupees.

2.1 The MSEs owned by SC/ST entrepreneurs shall mean:

- a) In case of Proprietary MSE, proprietor(s) shall be SC/ST.
- b) In case of Partnership MSE, the SC/ST partners shall be holding at least 51% share in the unit.
- c) In case of Private Limited Companies, at least 51% share is held by SC/ST. If the MSE is owned by SC/ST entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

3.0 Benefits to Micro and Small Enterprises:

- i) Exemption from payment of Tender Fee:

MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from payment of tender fee irrespective of the monetary limit mentioned in their registration certificate provided they furnish documentary evidence that they are registered for the items they intend to quote against OIL tenders.

- ii) Exemption from submission of Earnest Money/Bid Security:

MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any

other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.

4.0 Documents required to be submitted by MSEs:

Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies.

In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.

5.0 Performance Security:

Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by OIL on them.

6.0 Purchase Preference to Micro and Small Enterprises:

Purchase preference to Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME :

In case participating MSEs quote price within price band of L1+15%, such MSE shall be allowed to supply bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply 100% of tendered value at the L1 price.

A target of 4% out of 100% has been earmarked for procurement from MSEs owned by the SC or ST entrepreneurs. Provided that, in event of failure of such MSEs to participate in tender process or meet tender requirement and L-1 price, 4% earmarked for MSEs owned by SC or ST entrepreneurs shall be met from other MSEs.

In case of more than one such MSE qualifying for 15% purchase preference, the 100% supply shall be shared equally amongst such MSEs. However, in the opinion of OIL if tendered items are non-splitable or non-dividable, OIL reserves the right to place order for supply of 100% quantity to lowest eligible MSE amongst the MSEs qualifying for 15% Purchase preference.

7.0 In case a supplier (other than Micro/Small Enterprise) against an order placed by OIL procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from OIL, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to OIL.

(END OF SECTION – II)

SECTION-III

SPECIAL TERMS AND CONDITIONS

1.0 GENERAL

- 1.1 Special Terms & Conditions of the Tender shall be read in conjunction with the General Conditions of Contract, Scope of work, Technical specifications, and any other document forming part of this Tender, wherever the context so requires.
- 1.2 If any clauses of the Special Terms & Conditions contradict with any provisions of the General Terms & Conditions, then the provision of the Special Terms & Conditions shall be deemed to over-ride the provisions of the General Terms & Conditions.

2.0 PRE-BID CONFERENCE

- 2.1 In order to provide clarity on the **terms and conditions**, scope and specifications of equipment to be supplied in the project, a pre-bid conference shall be held between OIL and the interested bidders. All interested Bidders, with or without payment of tender fee may attend the pre-bid conference at OIL's corporate office, plot no. 19, Sector 16A, Noida on 19.12.2016 at 11.AM.
- 2.2 Interested bidders shall have to present their solution to OIL's team in the pre-bid. Bidders may put forward their observations on terms and conditions, scope and specifications of equipment to be supplied in the project as per tender document, if any. Bidders may visit the site to have a better understanding of the project.
- 3.0 Bidders must quote for all items mentioned in the Bidding Format (SECTION-V) and Bill of Material (Annexure-II) , failing which offer shall be considered incomplete, and shall be rejected.

4.0 SUPPLY, INSTALLATION & COMMISSIONING

- 4.1 Successful Bidder has to arrange for delivery, installation and commissioning of the security access control and video surveillance system complete in all respect within 60 days from the date of LOA. All visits (including transport to and from Noida and local accommodation, if required) by personnel during installation and commissioning period shall have to be borne by the successful Bidder.

5.0 WARRANTY

- 5.1 The successful bidder shall have to provide minimum 1 (One) year warranty for all items supplied by them and for all civil/ network cabling/ cabling/ device mounting jobs etc. carried out by him as part of the project.
- 5.2 Warranty services will include repair of defective item, supply of replacement device for the defective items, installation, commissioning and integration of the replacement device, re-working of any civil/ network cabling/ cabling/ device mounting jobs etc.
- 5.3 Warranty period will start immediately after successful installation and commissioning of the entire system. No part completion will be accepted.

6.0 ANNUAL MAINTENANCE SERVICE (AMS)

- 6.1 The Successful bidder shall be responsible for Comprehensive Annual Maintenance Service (AMS) of the entire installed system for a period of 3 (three) years immediately after the date of successful completion of warranty period.

7.0 FACILITY MANAGEMENT SERVICE (FMS)

- 7.1 The successful bidder shall have to provide FMS for the entire system for a period of 4 (four) years. The FMS service shall start immediately after successful installation and commissioning of the entire system.

8.0 PAYMENT TERMS

Payments shall be released in the following manner after furnishing of Security cum Performance Bank Guarantee by the bidder and signing of Agreement as per provisions of bidding document:

- 8.1 70% of the total material cost (FOR Noida) (excluding Installation, commissioning & training) will be paid after receipt of complete material at site.
- 8.2 Remaining 30% of the total material cost (FOR Noida) will be paid after completion of installation, commissioning, training and handing over of system to OIL.
- 8.3 Installation, commissioning & training charges will be paid after successful completion of Installation, commissioning & training and handing over to OIL.
- 8.4 AMS charges will only be paid on quarterly basis on submission of invoices duly certified by the competent authority or his representative after completion of period.
- 8.5 FMS charges will only be paid on quarterly basis on submission of invoices duly certified by the competent authority or his representative after completion of period.
- 8.6 The contractor shall have to submit the certification against the payment of his contract personnel for last quarter, duly signed/verified by the contract personnel with the invoice.

9.0 PRE-DISPATCH INSPECTION & TRAINING

- 9.1 Necessary arrangement for Pre-dispatch inspection of all the equipment by OIL Engineers to be made by the successful bidder. However, expenditure towards to & fro and accommodation of OIL engineers will be borne by OIL.
- 9.2 The successful bidder shall have to impart training to OIL personnel on configuration, operation, security features and control of the supplied equipment for not less than Two days at our site after completion of installation and commissioning.

10.0 PERFORMANCE SECURITY

The performance security shall be payable to Company as compensation for any loss resulting from Seller's/Contractor's failure to fulfil its obligations under the Contract. Successful bidder is required to furnish following 3 nos. of securities for performance against issue of LOA / Placement of order:

10.1 Performance Security for Supply, Installation & Commissioning including Training:

10.1.1 Within 15 days of receipt of LOA, the successful Bidder shall furnish the performance security in the form of Bank Guarantee as per OIL's prescribed format in Annexure- / DD drawn in favour of OIL & payable at Delhi/NOIDA for an amount equivalent to 10% of order value comprising of material cost, installation, commissioning & training charges (without FMS & AMS charges).

10.1.2 The performance security specified above must be valid for ninety (90) days beyond the applicable warranty period to cover any obligation and to lodge claim, if any. The same will be discharged by Company after the expiry of validity period of the performance security. The validity requirement of Performance Security specified in the main order is assuming despatch within stipulated delivery period. In case of any delay in despatch, validity of the Performance Security is to be extended suitably as aforesaid.

10.2 Performance Security for FMS:

10.2.1 The successful bidder shall furnish, within 15 days of issue of letter of award, performance security for FMS in the form of Bank Guarantee as per OIL's prescribed format(as per APPENDIX-IV) / DD drawn in favour of OIL & payable at Delhi /NOIDA for an amount equivalent to 10% of yearly FMS charges.

10.2.2 Performance security in the form of Bank Guarantee as specified above must be valid for 90 days beyond completion of 4 years duration for FMS. The same will be discharged by Company after the expiry of validity period of the performance security.

10.3 Performance Security for AMS:

10.3.1 One month prior to completion of warranty period, successful bidder shall deposit security for performance for AMS in the form of Bank Guarantee as per OIL's prescribed format (as per APPENDIX-IV) / DD drawn in favour of OIL & payable at Delhi / NOIDA for an amount equivalent to 10% of average annual AMS charges.

10.3.2 Performance security in the form of Bank Guarantee must be valid for 90 days beyond completion of 3(three) years duration for AMS. The same will be discharged by Company after the expiry of validity period of the performance security along with performance security for FMS.

10.4 Failure of the successful bidder to comply with the requirements of Para 10.0 to 10.3.2 above shall constitute sufficient grounds for annulment of the award and debarment from participation in future tenders as per Company's policy.

10.5 No interest is payable on amount deposited for performance.

11.0 PENALTY:

11.1 **Applicable to FMS:** In the event of absence of Service Engineer, the successful bidder shall provide suitable replacement without any fail. Failing replacement, a penalty of Rs.500 per day/person will be imposed subject to a maximum 7.5% of the yearly FMS

charges for the year. Besides the penalty charges, FMS charges on prorated daily basis will not be payable for the period of such absenteeism.

- 11.2 **Applicable to AMS:** In case of failure on the part of the successful Bidder to rectify a reported problem within 24 hrs. of reporting, a penalty at the rate of Rs 500/- per day will be imposed till rectification of fault, subject to a maximum of 7.5% of yearly AMS cost for the year.

12.0 PROJECT EXTENSION

- 12.1 Oil India Limited is in the process of setting up another office in NCR, approximately 15 km away from its corporate office, Noida. OIL, at its sole discretion, may extend the present project for execution of Security Access Control & Visitor Management System + CCTV Surveillance implementation job for the new office at any time within 1 year from the date of issue of LOA for this project.
- 12.2 The bidder must agree for carrying out the above extension job, at the same rates, terms & condition of this project.

END OF SECTION-III

SECTION-IV

SCOPE OF WORK

- 1.0 **Preamble:** Oil India Limited (OIL), a Navratna public sector company under the Ministry of Petroleum and Natural Gas has its corporate office at Plot No. 19, Sector-16 A, Noida, Uttar Pradesh. OIL proposes to replace its existing Security Access Control and Visitor Management System of its Corporate office, Noida to a Comprehensive and integrated CCTV Surveillance, Security Access Control and Visitor Management System with state of the art, industry standard and open architecture technology. For Security Access Control & Visitor Management System, OIL's office at OIL House, Plot No. 19, sector 16A, Noida ; S B Tower, 6th Floor, Sector 16 A, Noida will be part of the proposed upgraded system. New CCTV Surveillance system shall have to be installed at OIL's office at OIL House, Plot No. 19, Sector 16A, NOIDA. The existing CCTV cameras installed in SB Tower office shall have to be made accessible from the new system. All the above two buildings are connected through IP based network.
- 2.0 **Objective of the Project:** The objective of the project is Authentication, Authorisation and Accounting of all physical access to OIL's corporate office premises by its employees, support staff and visitors, CCTV surveillance of the Entry Gates in front & rear, CCTV surveillance of ground floor lobby and all common areas on each floor of OIL House and installation of Boom Barrier, Flap doors with smart card and mobile app access at Front Entrance gate. Also, access to different sections located at each floor of the building shall be through smart card and mobile app. The Security Access Control system should also have biometric fingerprint access for attendance recording/monitoring of OIL employees and the system must have capability to seamlessly integrate/ transfer its data for use with SAP ERP HR module of OIL. Vehicle passes to authorised vehicles to be provided in the form of RFID tags. The system should be capable of generating standard/ customised reports (as per format provided by OIL) on Visitors and their time of entry & exit, attendance reports of employees etc. OIL has an existing Building Management System (BMS) integrated with Fire Management System, which is supplied, installed, commissioned and maintained on 24 x 7 x 365 basis by M/s Honeywell. The proposed Security Access Control and Visitor Management System shall have to be integrated with the existing BMS & Fire Management System as part of the project.

OIL shall evaluate observations put forward by the bidders and may incorporate any observation, if found relevant for improvement of the project, at sole discretion of OIL. In case any modifications are incorporated in the tender document post pre-bid conference, same will be intimated to the vendor.

- 3.0 **Scope of Work:**
The project has to be carried out on turnkey basis, including supply, installation, commissioning of all hardware & software and required system integration of all

equipment, devices & software for the system in order to make the system operational to deliver its objective as stated above.

The list of equipment / software / hardware provided in **Annexure- I** is the minimum requirement. Any other item required to complete the project will be the responsibility of the successful bidder. The bidders shall have to quote for such additional requirement under the heading “any other item”

All licenses for smooth operation of CCTV, Access Control, Attendance, Visitor Management System, etc., shall fall within the scope of work.

The successful bidder must ensure that all equipment and software quoted are compatible with each other and can be integrated as a single system to achieve the objective given in 2.0.

3.1. Access Control system

3.1.1. It is proposed to provide an electronic access control system (smart card and mobile app based access system) to ensure that only authorised persons are allowed to enter the building as may be designated by OIL from time to time at their respective/authorised time, which shall be programmable dynamically for various cards and for different time zones.

3.1.2. For this purpose, it is proposed to use Smart Card and Mobile App based access control system. It is proposed to have control for both entry and exit at front gate boom barriers and front lobby Flap Barriers and Front door in SB Tower. For all other door access, entry access will be with the help of smart card and mobile app and exit will be with the help of push button.

3.1.3. Boom barriers for the front gate along with its access control units (both entry and exit) shall have to be supplied & installed as part of the project. There shall be 2 (two) boom barriers, from both sides of the gate, operating simultaneously, i.e. both the booms should open and close simultaneously.

The boom barriers should be operated with long range reader (reading distance minimum 4mtrs). The vehicles permitted for entry into the complex shall be provided with RFID stickers and the long range readers should be able to operate with these RFID stickers, whenever a vehicle approaches the front main gate. Additionally, manual operator control switch shall have to be provided to be operated by security personnel stationed at the gate. Mounting poles and fitting for long range reader and necessary cabling (electrical, control & network communication) to the boom barriers and access control units for the boom barriers shall have to be supplied and installed by the successful bidder. Any Civil Engineering related jobs required for installation of the Boom Barriers and its associated access control unit, necessary cabling shall have to be carried out by the successful bidder.

3.1.4. The proposed system must be integrated with the existing Fire Detection & Alarm system (FDAS) of Honeywell make. In case of fire alarm activated by FDAS all access controls should be disabled, flap barriers should open up and front gate boom barriers should open up.

- 3.1.5. Individual Floors: The Bidder is required to install access control at each floor.
- 3.1.6. For the entry and exit to different wings, cafeteria etc. on different floors, doors are proposed to have electromagnetic lock/strike controlled by card reader and controller. All the door card readers should have capability to be operated by smart card and mobile app.
- 3.1.7. In case of power or communication failure, the reader/controller should be able to function independently and upon restoration of power/communication link, the data should get transferred to the server memory.
- 3.1.8. The reader/ controller internal should have internal battery back-up for keeping them active during power failure. The internal battery back-up provided shall be for minimum 30 minutes and should support operation of lock/strike. Further the battery provided shall be chargeable type and the charger is included in the scope of the work.
- 3.1.9. Besides the usual features of the access control software such as keeping a record of entry, exit, time of entry/exit, the software shall have the following features also:-
- (a) Raising audio/visual alarm in case of
 - i. Presenting invalid cards;
 - ii. Keeping the entry door forcibly open beyond specified and pre-programmed time;
 - iii. Failure of any card reader;
 - iv. Failure of door operating mechanism to respond;
- 3.1.10. System/Equipment requirements:
- i. The system shall be scalable and shall permit expansion (not more than 50 percentage of actual requirement) of both the capacity and functionality through the addition of controllers, card readers etc.
 - ii. All the access card readers and controllers shall have to be based on **open-system architecture**, capable of integration with multivendor access control and management application and should not be capable of integration with only proprietary application.
 - iii. The access card readers should be capable of reading any industry standard smart card and should also be accessible by minimum android and i-phone based mobile app.
 - iv. The Security Access Control and Management Software Application shall have the capability for supporting minimum Android and i-phone based app, providing them access codes for using the mobile phones for accessing the boom barrier, Flap Barriers and other door accesses.
 - v. The Security Access Control and Management System Application shall have integrated facility for viewing video footage from any of the CCTV cameras on demand.

- 3.1.11. The system shall incorporate necessary hardware/software comprising broadly of smart cards, smart card readers, controllers, electromagnetic door lock/strike, door opening pushbutton, Boom Barrier with associated controller, Long Range Reader for boom barrier, RFID stickers for vehicles and motor bikes for operating with the long range reader, PC interface cards etc. to meet the scope and requirements as stated above.
- 3.1.12. The successful bidder shall have to make use of the Cabling of the existing system and make arrangement for necessary wiring to integrate them with the new system. However, if any additional cabling is required by the new system, supply of such cable and necessary cabling work shall be part of the scope of this project. Any such additional cabling work must be carried out along the designated cabling route of the building and with due permission from OIL and without disturbing the aesthetics of the building.
- 3.1.13. Enrolment of the Access Cards and Biometric Information of all authorised users will be within the scope of this project. However, OIL's IT department shall facilitate the successful bidder in this process by providing time and space for carrying out the enrolment. However, the enrolment process will be part of installation and commissioning and accordingly, the new system will be considered installed and commissioned only after completion of the enrolment process.
- 3.1.14. The successful vendor shall have also to supply an industry standard and state of the art Access Card printer along with integrated enrolment unit and secured lamination unit.
- 3.1.15. The successful bidder shall have to supply a Biometric Enrolment unit with interface cable to the Security and Access Control server.
- 3.1.16. Detailed specifications are attached as Annexure –B

3.2. Visitor's Management System

- 3.2.1 A sound Visitor's Management System should be provided. The system should be capable of keeping records of visitors in a database and should be able to query/fetch records pertaining to regular visitors.
- 3.2.2 The visitors may be given pre-programmed access cards (as detailed above) to get access to the building.
- 3.2.3 The pre-programmed card may have different color ribbons or cards so that it is easily identifiable to security persons for monitoring the movement of the visitors. Color schemes to be finalized in consultation with OIL.
- 3.2.4 The software for Visitor's Management System should be made available on a branded server and a mono laser printer also be provided to carry out the printing jobs. Detailed specification given in the Annexure- B.
- 3.2.5 Necessary Web cam with suitable stand for mounting the same for recording the photograph of the visitor shall have to be part of the Visitor Management System supplied.

3.2.6 The Visitor Management Software should have the following features:

- i. Option for fingerprint capturing (at least two fingers from each hand)
- ii. Integration with Security Access Control System
- iii. Provision to take picture of visitor and store the same in database.
- iv. Provision for recording the following minimum information of the visitor:
 - a. Name of visitor
 - b. Address of visitor
 - c. Mobile No. of Visitor
 - d. Person intended to meet.
 - e. Purpose of visit
 - f. Time of entry
 - g. Time of Exit.
 - h. Card no. issued to the visitor
- v. Should provide the facility to know sign in / sign out status of a visitor.

3.3. Attendance Monitoring System

3.3.1 A sound Attendance Monitoring System should be provided. The system should be capable of keeping attendance records of employees in a database and should be able to query/fetch records to generate reports as required by OIL.

3.3.2 3(Three) Nos. dedicated biometric readers (Attendance Docking Stations) shall have to be provided on Ground Floor, OIL House and 1(One) in S B Tower office for capturing the attendance of all employees.

3.3.3 The Attendance Monitoring System should be capable of generating separate attendance report for groups of employees as per groups defined in the Security Access Control System Application.

3.3.4 The Attendance Monitoring System shall have to be supplied with 2 (two) additional licences for monitoring & generation of different attendance reports from the single attendance database of the Security and Access Control System, from two additional desktops, anywhere from OIL House / S B Tower Office in addition to the Security Access Control System Server.

3.3.5 Detailed specifications are attached as Annexure –B

3.4 CCTV monitoring System

3.4.1 A sound CCTV monitoring System should be provided. The system should be capable of keeping records of the entire cameras for a period of one month in a database and should be able to query/fetch records to generate reports as required by OIL. One 75” display unit will be placed at control room for monitoring the system.

3.4.2 Video Management Software (VMS)

3.4.2.1 VMS will be a highly scalable, enterprise level software solution. It must offer a complete Video Surveillance solution that will be scalable.

3.4.2.2 VMS shall allow live display of cameras & configuration of system settings.

3.4.2.3 VMS shall have a navigation panel to allow the user to select the required camera.

3.4.2.4 The software shall support searching as per camera and date/time.

3.4.2.5 The Software shall resume recording automatically after reboot or network re-connection.

3.4.2.6 For each camera set up bit rate, frame rate, and resolution shall be set independent of other Cameras in the system. Altering the setting of one shall not affect the settings of other cameras.

3.4.2.7 The Software shall provide Digital electronic map, in which user shall be able to view video by double click mouse on the camera icon on the map. Also, map preset should be available.

3.4.2.8 VMS Shall have facilities for play, forward, rewind, pause along with fast forward and rewind for reviewing the recorded videos.

3.4.2.9 VMS Shall be capable of 4 X 4(max) viewing panes at 16 frames.

3.4.2.10 The VMS should have dual stream video capture support. It should be possible to have different stream for Viewing and Recording.

3.4.2.11 The VMS shall provide the following:

- A. The system shall allow for live view, playback and system configuration of the IP video system.
- B. Several simultaneous live picture connections of camera in network. It shall be capable of showing video pane layouts including 2x2, 3x3, 4x4, various Hot Spots (1+5, 1+7, 1+9, 1+12, 1+16) and custom layouts.
- C. It shall be possible to display video and audio bit rates; frame rate and resolutions on each video pane as overlays.
- D. VMS shall provide manual recording, auto recording, alarm recording and motion recording.
- E. The VMS shall cater for minimum 49 cameras recording, viewing and playback capability.

3.4.2.12 Detailed specifications are attached as Annexure –B

3.5 Completeness of Tender

3.5.1 To make the system operational, the personal information, access levels etc. of all the users will be furnished by OIL. The contractor shall prepare all the smartcards and enter the

information on the system and the cards as well as subsequent amendments if any, during the course of operation & maintenance period.

3.5.2 All sundry fittings, assemblies, accessories, hardware items (like controllers, cables, connectors, conduits etc.), foundation bolts, termination lugs for electrical connections as required, and all other sundry items which are useful and necessary for proper assembly and efficient working of the various components of the work / system shall have to be supplied by the successful bidder, whether such items are specifically mentioned in the tender documents or not, the contractor shall have to supply & install for efficient working of the system.

3.5.3 As this up-gradation project is brownfield in nature, safe dismantling/ removal of devices of the existing Security Access Control and Visitor Management System of OIL will be within the scope of work of the project

3.5.4 The successful bidder shall have to make use of the Cabling of the existing system and make arrangement for necessary wiring to integrate them with the new system. However, if any additional cabling is required by the new system, supply of such cable and necessary cabling work shall be part of the scope of this project. Any such additional cabling work must be carried out along the designated cabling route of the building and with due permission from OIL and without disturbing the aesthetics of the building.

3.5.5 Any Civil Engineering related jobs required for dismantling of existing system/ equipment, including the Flap Barriers and installation of the new equipment shall be within the scope of work of this up-gradation project.

3.5.6 The successful bidder must ensure that while carrying out the installation and commissioning work, the craftsmanship used is of highest order and the aesthetics of the buildings are not disturbed under any circumstances.

3.5.7 Installation, configuration and integration of all supplied hardware and software shall be within the scope of the project.

3.6 Works to be done by the contractor

3.6.1 Unless and otherwise mentioned in the tender documents, the following works shall be done by the Contractor, and therefore their cost shall be deemed to be included in their tendered cost:

3.6.1.1 Care shall be taken by the contractor to avoid damage to the building during execution of the work. The contractor shall be responsible for repairing all the damages and restoring the same of their original finish at his cost. The contractor shall also remove at his cost all unwanted and waste materials arising out of his work from the site.

3.6.1.2 Painting at site of all exposed metal surfaces of the installation other than pre-painted items like fittings, switchgear/distribution gear items, etc. Damages to finished surfaces of these items while handling and erection, shall however be rectified to the satisfaction of the company.

3.6.1.3 Storage space and locking arrangement thereof, and watch and ward of the materials and completed installation till completion of the work.

3.6.1.4 Testing and commissioning of completed installation.

3.7 Software

3.7.1 The application software shall be supplied with the perpetual license in the name of OIL INDIA LIMITED. The controllers and card readers etc. shall also be supplied with relevant software embedded.

3.7.2 Any software upgrades or patches or firmware shall be provided by the Bidder, free of cost, during warranty & Annual Maintenance Service (AMS) period.

3.8 Warranty

3.8.1 The successful bidder shall have to provide minimum 1 (One) year warranty for all items supplied by them and for all civil/ network cabling/ cabling/ device mounting jobs etc. carried out by him as part of the project.

3.8.2 Warranty services will include repair of defective item, supply of replacement device for the defective items, installation, commissioning and integration of the replacement device, re-working of any civil/ network cabling/ cabling/ device mounting jobs etc.

3.8.3 Warranty period will start immediately after successful installation and commissioning of the entire system. No part completion will be accepted.

3.9 Annual Maintenance Service (AMS)

3.9.1 TERM OF AMS

The Successful bidder shall be responsible for Comprehensive Annual Maintenance Service (AMS) of the entire installed system for a period of 3 (three) years immediately after the date of successful completion of warranty period.

3.9.2 SCOPE OF WORK (AMS)

3.9.2.1 Successful bidder shall provide all day-to-day operation and maintenance for the entire installed system. Successful bidder shall perform the Work and supply all required spare parts in a prudent and efficient manner. All spare parts used for maintenance of the system shall have to be brand new and from the OEM of the equipment.

3.9.2.2 The Bidder shall be required to provide comprehensive onsite services for all the equipment covered under this order. Bidder shall be required to provide all the services based on industry best practices. The Bidder should ensure all the services and equipment of the system are available/operational at all time.

3.9.2.3 During the AMS period, any failed device shall have to be replaced/ repaired within 24 hrs. of reporting the failure. If replacement of any component is required, then necessary configuration of the replaced device is to be carried out by the successful Bidder.

4.9.2.4 During the AMS period, the service engineer attending the call shall have to submit a call report mentioning nature of the fault, action taken, any replacement of parts, serial no. of replaced equipment, serial number of faulty equipment, time of reporting the call and time of

resolving the call and any other details of the call to OIL. The report has to be duly signed by OIL's authorized person and then only the call shall be considered attended.

3.9.2.5 In case of failure on the part of the successful Bidder to rectify a reported problem within 24 hrs of reporting, a penalty at the rate of Rs 500/- per day will be imposed till rectification of fault, subject to a maximum of 7.5% of yearly AMS cost for the year.

3.9.2.6 All visits (including transport to and from OIL's Office and local accommodation, if required) by Bidders personnel for AMS related work shall have to be borne by the successful Bidder.

3.9.2.7 AMS will start after successful completion of warranty period.

3.9.2.8 The charges for AMS should be quoted on annual basis.

3.9.2.9 AMS charges shall be paid on quarterly basis, after successful completion of service for the quarter and adjustment of any penalty.

4.0 Facility Management Service (FMS)

4.1 The successful bidder shall have to provide FMS for the entire system for a period of 4 (four) years.

4.2 The FMS service shall start immediately after successful installation and commissioning of the entire system.

4.3 The FMS service shall include the following:

4.3.1 One service engineer shall have to be stationed on site to take care of total system problems, routine maintenance, smart card/ mobile apps /biometric enrolment as well as weekly/monthly backup of the system and MIS report as required by OIL. Service Engineer must have a Diploma/ Degree in Electronics / Instrumentation with at least 01 (one) year work experience in relevant field. He / She must be conversant with working on Computer.

4.3.2 The service of the service engineer is required to be provided Monday to Saturday from 9.00 am to 5.30pm. Holiday will be applicable as per our company holiday list. Bidders need to provide replacement as the situation arises (like leave/absence) with no extra cost to the company.

4.3.3 The service engineer shall also be responsible for enrolling new user, duly approved by OIL's Administration Department, generation of smart card/ providing mobile apps for the user, preparation of attendance reports as and when required, taking routine and maintenance back-up of all servers including applications and databases.

4.3.4 General Qualification & Experience of Service Engineer:

4.3.4.1 The Engineers deployed for the FMS Service must have suitable qualification and experience for the assigned job as stated above. The Bidder should provide the bio-data of the personnel to be deployed within one month of issuance of Purchase Order. If the service of particular personnel is not satisfactory, OIL shall ask for the suitable replacement, the Bidder

shall be required to provide the replacement within a week. The Service Engineer deputed shall have the cell phone so that they can be contacted any time.

4.3.4.2 In the event of absence of Engineer, the successful bidder shall provide suitable replacement without any fail. Failing replacement, a penalty of Rs. 500 per day/person will be imposed subject to a maximum 7.5% of the yearly FMS charges for the year. Besides the penalty charges, FMS charges on prorated daily basis will not be payable for the period of such absenteeism.

4.3.5 The charges for FMS should be quoted on annual basis.

4.3.6 FMS charges shall be paid on quarterly basis, after successful completion of service for the quarter and adjustment of any penalty.

5.0 General Terms and Conditions

5.1 Bidder must follow all safety norms prescribed by OIL while carrying out the job.

5.2 Bidder has to obtain necessary security pass etc. to enter the worksite. OIL shall arrange for the necessary security passes.

5.3 Bidder has to arrange for all necessary tools, measuring equipment for carrying out the job.

6.0 Project Extension

6.1 Oil India Limited is in the process of setting up another office in NCR, approximately 15 km away from its corporate office, Noida. OIL, at its sole discretion, may extend the present project for execution of Security Access Control & Visitor Management System + CCTV Surveillance implementation job for the new office at any time within 1 year from the date of issue of LOA for this project.

The bidder must agree for carrying out the above extension job, at the same rate, terms & condition of this project.

Detailed Specifications

1.0 Smart card

1.1 Read range : Minimum 2 to 3 inch (Working on 13.56 MHz)

1.2 Card Design : Thin, Flexible polyvinyl chloride laminate or composite polyester /PVC.

1.3 Properties :

- i. Card shall have uniquely identifiable serial number.
- ii. Card should be strong and shall not bend or get damaged during usage.
- iii. The cards shall have sufficient space for printing company logo, personal details such as name, designation, department, employee number, date of birth, blood group, passport size photo of the employee etc.
- iv. The capacity of the smart chip shall be sufficient (minimum 2 KB bit) to capture all the aforesaid personal information along with following:-
 - a. A unique number identifiable/readable only by the card reader
 - b. Finger print details (minimum four per users (two of each hand))
 - c. Personal identification marks etc.
 - d. Date of joining OIL's service
 - e. Meets ISO 15693 and 14443 for contactless communications

1.4 Make & Model: Bidder should mention

1.5 Card Holder Extender (Gents): The retractable card holder extender featuring a durable metal case with minimum 80cm pulls cord and clip for attaching ID Badge Holders or light keys.

1.6 Card Holder Extender (Ladies): Ribbon mounted with durable metal case.

1.7 Make & Model: Bidder should mention

2.0 Smart Card + Mobile apps Reader

2.1 Mobile Enabled – Mobile operating system: Minimum Android & iOS.

2.2 The readers should be configurable for using a smartphone with a “tap” or “Twist and Go” gesture technology.

2.3 Should provide Simultaneous support of mobile device and Smart Card.

2.4 Communication with Mobile Device: Blue Tooth. May provide additional communication too.

2.5 Transmit Frequency: 2.5 GHz, 13.56 Mhz

2.6 Mobile Enabled: Readers should be fully personalized to read customer /site-specific Mobile IDs.

2.7 Read range:

Smart Card: Minimum 2 to 3 inch (Working on 13.56 MHz) Each of the access control at entry/ exit points shall be provided with the above type of card reader.

Mobile Access (Using Blue Tooth): Twist & Go: Typical : Min. 2 meter

Tap: Min. 4cm(1.5inch)

2.8 Design: It shall be rugged, vandal resistant, temper proof, etc.

2.9 Audio Visual Indication: Shall be available in form of Buzzer beep and multicoloured LED.

2.5 Power supply: 05 – 16 VDC (shall draw power from the controller).

2.6 Should meet ISO 15693 specification

2.7 Make & Model: Bidder should mention

2.8 Certification: Bluetooth SIG, UL (documentary evidence must submit along with the tender)

2.9 Should have internal Battery Backup for minimum 30 minutes. The internal battery back-up provided should support operation of lock/strike. Further the battery provided shall be chargeable type and the charger is included in the scope of the work.

2.14 In case of power or communication failure, the reader should be able to function independently and upon restoration of power/communication link, the data should get transferred to the server memory.

2.15 Should be based on open architecture and can read any industry standard smart card .

2.16 Make & Model: Bidder should mention

3.0 Controller :

3.1 Networked access controller for controlling access to multiple doors.

3.2 Should be able make all online door decisions, input monitoring and output control for all connected interface modules.

3.3 Should be capable of following:

- Providing a complete and fully functional hardware/firmware infrastructure for access control software host systems.
- Should enable the replacement of head end software without visiting the access control panel.
- Providing connectivity to the host and other devices on a TCP/IP network.
- Receiving and processing real-time commands from the host software application.

- Reporting all activity to the host; capable of reporting supervised inputs/ alarms with 255 priorities.
- Should provide fully functional offline operation when not actively communicating with the host access control software application, performing all access decisions and event logging.
- Wall Mountable
- Communication Ports: Ethernet (10/100), RS485 (half duplex)
- Should be based on open architecture and can work with standard multi vendor access control application.

3.4 Make & Model: Bidder should mention

4.0 (a) Electromagnetic Door Lock/Door Strike

4.1(a) Type: Double door

4.2(a) Holding Force: Minimum 600 lbs

4.3(a) Input Voltage: 12V DC

4.4(a) Current drawn: The lock shall draw power from the controller for its regular operations.

4.5(a) Make & Model: Bidder should mention

4.0 (b) Electromagnetic Door Lock/Door Strike

4.1(b) Type: Single Door

4.2(b) Holding Force: Minimum 600 lbs

4.3(b) Input Voltage: 12V DC

4.4(b) Current drawn: The lock shall draw power from the controller for its regular operations.

4.5(b) Make & Model: Bidder should mention

5.0 Flap Barrier

5.0 A) Flap Barrier: 1 No. Single Lane (Normal)

5.0 B) Flap Barrier: 1No. Single Lane (Handicapped)

5.2 Passage Clearance: Single Lane (Normal):520 mm
Single Lane (Handicapped): 900 mm

5.3 Opening /Closing Time: Max. 400 ms

5.4 Power Supply: 150-240 V AC, Freq: 50-60 Hz

5.5 Should be accessible by: Smart Card/ Bio-metric/ Mobile App
Enabled

5.6 Should have facility for manual mode operation in case of emergency.

5.7 Make & Model: Bidder should mention

6.0 **Boom Barrier**

6.1 Boom Barrier with movement sensors

- 6.2 System Configuration: The system shall consist of a fixed housing and a movable arm. The housing shall contain the motor, spring and control unit.

6.3 General Features

- Split type
- Electromechanical barriers for intensive use. Minimum 3000 operations per day per barrier
- Housing finish : Powder Coated
- The Housing base frame should be rust proof.
- Boom: Powder Coated White with refractor strips and LED flashing lights on top for barrier visibility at night.
- Protection: All housing and internal parts should be rust & corrosion free metals / alloys of high strength with suitable epoxy coating as applicable.
- Should provide easy to use external manual unlock device.
- Should have anti-crushing control.
- Should provide adjustable soft start and slowing down functions in opening and closing.
- Should provide optical sensor to detect vehicles before closing.
- Should provide Auto close with adjustable timer (1s to 90s)
- Should be of fast opening type. Opening / Closing Time : Max 4 sec
- Automatic opening by smart card / Mobile apps / Long Range RFID based reader.
- Should provide dual mode of operations (Auto and manual).

6.4 Make & Model: Bidder should mention

7.0 **Long Range Reader for Boom Barrier:**

- 7.1 Long Range UHF based RFID Reader with reading range minimum 4 mtrs. for operating with Boom Barrier
- 7.2 Should have sufficient memory for storing information for upto 500 vehicles.
- 7.3 Mounting Pole and accessories to be supplied along with
- 7.3 Make & Model: Bidder should mention

8.0 **RFID Windshield Tags for Vehicles / Bikes**

- 8.1 RFID tags for vehicles / Bikes for use with Long Range Reader installed with Boom Barrier.
- 8.2 UHF Based
- 8.3 Should be durable
- 8.4 Standard Adhesive Mounting
- 8.6 Should provide Barcode and Human Readable Numbers.

- 8.7 Encapsulation: Laminated Thick Polyester
- 8.8 Make & Model: Bidder should mention
- 9.0 **Biometric Attendance Reader**
 - 9.1 Wall Mountable
 - 9.2 Should be based on Open Architecture for operating with multivendor Security Access Control and Attendance application.
 - 9.3 Authentication Option: Biometric Fingerprint Only
 - 9.4 Transaction Log Capacity: Minimum 10000 transaction logs stored on device
 - 9.5 Design: It should be rugged, vandal resistant, temper proof, etc.
 - 9.6 Audio Visual Indication: Shall be available in form of Buzzer beep and multi-coloured LED.
 - 9.7 Should meet ISO 15693 specification
 - 9.8 Make & Model: Bidder should mention
 - 9.9 Certification: UL (documentary evidence must submit along with the tender)
 - 9.10 Should have internal Battery Backup for minimum 30 minutes. The internal battery back-up provided should support operation of lock/strike. Further the battery provided shall be chargeable type and the charger is included in the scope of the work.
 - 9.11 In case of power or communication failure, the reader should be able to function independently and upon restoration of power/communication link, the data should get transferred to the server memory.
 - 9.12 Should be based on open architecture.
 - 9.13 Resolution: Minimum 500 DPI, 256 bit Grey Scale
 - 9.14 Fingerprint Capture Timing: < 2 Sec, Typical 1 Sec
 - 9.15 Verification of Captured Finger timing: <1 Sec
 - 9.16 False Accept / Reject Rate: FAR < 0.01%, FRR < 0.01%
 - 9.17 Communication: Ethernet (TCP/IP)
 - 9.18 Make & Model: Bidder should mention
- 10.0 **Biometric Enrolment Unit**
 - 10.1 Type: Optical
 - 10.2 Resolution: Minimum 500 dpi
 - 10.3 Interface: USB 2.0 with min. 1.5 meter cable.
 - 10.4 Enrolment time: < 1 Sec.
 - 10.5 To be compatible with the access control server supplied

10.6 Make & Model: Bidder should mention

11.0 Card Printer with card enrolment and Lamination Unit

11.1 Double Sided Printing

11.2 Printing Method: Dye sublimation / resin thermal transfer

11.3 Resolution: Min. 300 dpi

11.4 Technology: Dye Sublimation / Resin Thermal Transfer /Reverse Transfer

11.5 Print Speed: Over 95 cards per hour (with simultaneous lamination)"

11.6 Accepted Card Size: CR 80

11.7 Accepted Card Thickness: Print only: .009" (9 mil) to .040" (40 mil) / .229 mm to 1.02 mm

Print/lamination: .030" (30 mil) to .040" (40 mil) / .762 mm to 1.02 mm

11.8 Software Drivers: Server 2008/Windows® 7/Windows® 8

11.9 Interface: USB 2.0 (high-speed); Ethernet with internal print Server

11.10 Color Capability: Full color/ Monochrome

11.11 Encoding: Should provide following encoding facility:
125 kHz (HID® Prox) reader; 13.56 MHz (iCLASS® Standard/SE/SR, MIFARE Classic®, MIFARE Plus®, MIFARE DESFire®, MIFARE DESFire® EV1, ISO 14443 A/B, ISO 15693) read/write encoder;

11.12 Lamination: Should provide dual-sided (simultaneous) Lamination Facility

11.13 Fluorescent Panel Ribbon (UV Printing): Should provide Fluorescent Panel Ribbon (UV Printing) facility

11.14 Should have Password Protection Feature.

11.15 Should Provide Printer Cleaning Kit

11.16 Make & Model: Bidder should mention

12.0 Indoor Vandal Resistant Megapixel Night Vision IP dome Camera with POE

12.1 Should be with open architecture connectivity for third-party software recording solutions allowing integration into virtually any IP-based HD system

12.2 Up to 1920 x 1080p Resolution

12.3 16:9 Aspect Ratio; 1080p at 30 Images per Second (IPS)

12.4 Minimum 2.0 Megapixel (MPx), 20x Optical Zoom, 12x Digital Zoom

- 12.5 Should provide Built-in Analytics Including Motion Detection and Camera Sabotage
- 12.6 Should provide local storage via minimum 32GB SD Card
- 12.7 Should be compliant to Vandal Resistant IK10 rating
- 12.8 Should provide minimum 2 Video Streams: Dual H.264 or H.264 and Scalable MJPEG
- 12.9 360° Continuous Pan Rotation at up to 430° per Second
- 12.10 Should have PoE interface
- 12.11 Should provide minimum 4 Preset Tours, 64 Dome Presets
- 12.12 Should conform to ONVIF Profile S and Profile G standard
- 12.13 PoE module to be provided along with
- 12.14 Should have Day/ Night Capability
- 12.15 Network Support: Should support following Network Protocol:

TCP/IP, UDP/IP (Unicast, Multicast IGMP), UPnP, DNS, DHCP, IPv4, SNMP v2c/v3, QoS, HTTP, HTTPS, LDAP (client), SSH, SSL, SMTP, FTP, and 802.1x (EAP)
- 12.16 Users: Unicast: Minimum 1 admin and up to 4 viewers simultaneously Multicast: Unlimited users H.264
- 12.17 Users should have Password Protection Feature
- 12.18 Web browser view and setup facility
- 12.19 Video Encoding: H.264 High, Main, or Base profiles and MJPEG
- 12.20 Audio Encoding: G.711 A-law/G.711 U-law
- 12.21 Software Features:
 - Minimum 128 Presets
 - Minimum 16 Tours
 - Preset Accuracy: minimum Pan $\pm 0.1^\circ$; Tilt $\pm 0.05^\circ$
 - Password Protection
 - 430°/sec Maximum Pan Preset Speed and 200°/sec Maximum Tilt Preset Speed
 - Minimum 8 Window Blanks, Configurable in Size
 - “Auto Flip” Feature
 - Configurable Park with Actions
 - Proportional Pan/Tilt Continually Decreases Pan/Tilt Speeds in Proportion to Depth of Zoom
- 12.22 Should have following optical/ camera features or better:
 - Sensor Type 1/3-inch CMOS Sensor
 - Optical Zoom: Minimum 20X

- Digital Zoom: Minimum 12X
- Resolution: Upto 1920 x 1080
- Lens f/1.6 ~ f/4.2, focal length 4.3 mm (wide) ~ 86.0 mm (tele)
- Horizontal Angle of View 55.4° (wide) ~ 2.9° (tele)
- Aspect Ratio 16:9
- Shutter Range 1 ~ 1/8,000 sec
- Dynamic Range 60 dB
- White Balance Range 2,500° to 8,000°K
- 3D Noise Reduction Yes (ON/OFF selectable)
- Signal to Noise Ratio 50 dB
- Light Sensitivity
 - Color (33 ms) 0.3 lux
 - Color (200 ms) 0.08 lux
 - Mono (33 ms) 0.1 lux
 - Mono (200 ms) 0.015 lux
- Day/Night Capabilities
- IR Cut Filter
- Auto iris
- Automatic Gain Control
- Active Noise Filtering

12.23 Make & Model: Bidder should mention

13.0 Outdoor Weather proof Vandal Resistant Megapixel Night Vision IP dome Camera with POE

13.1 Make & Model: Bidder should mention

13.2 Same specification as in 10.0, weather-proof.

14.0 Outdoor Weather proof Fixed Type Megapixel IP Camera with POE with following minimum specification:

14.1 Image Sensor : 1/3" progressive scan CMOS

14.2 Signal to Noise Ratio: >60 dB

14.3 Dynamic Range : upto 100 dB

14.4 Auto IRIS

14.5 Frame Rate: 30 FPS

14.6 Sensitivity f/1.2; 2,850°K; SNR >20 dB

Color (33 ms) 0.1 lux

Color (500 ms) 0.005 lux

Mono (33 ms) 0.05 lux

Mono (500 ms) 0.0013 lux

With Day/Night Capabilities

With Mechanical IR Cut Filter (ON/OFF/AUTO selectable), with different set points on lux

14.7 Video Streams: Multiple simultaneous streams with up to 2 different configurations plus service stream;

14.8 Video Resolution: Up-to 3 Megapixel, 2048 X 1536

14.9 Video Encoding: H.264 High, Main, or Base profiles; and MJPEG

14.10 Video Bit Rate Control: Constrained variable bit rate (CVBR), constant bit rate (CBR), and variable bit rate (VBR) with target range

14.11 Audio Streaming: Bidirectional

14.12 Audio Input/ Output: Line level/external microphone input; built-in Microphone

14.13 Network: Supported Protocol: TCP/IP, UDP/IP (Unicast, Multicast IGMP), UPnP, DNS, DHCP, RTP, RTSP, NTP, IPv4, IPv6, SNMP v2c/v3, QoS, HTTP, HTTPS, LDAP (client), SSH, SSL, SMTP, FTP, ARP, ICMP, and 802.1x (EAP)

14.14 Network Interface: RJ-45 connector for 100Base-TX

14.15 Input Power: PoE

14.16 Local Storage: Micor SD, SDHC

14.17 Users :
Unicast: Up to 20 simultaneous users
Multicast: Unlimited users H.264

14.18 Secured Access: Should be Password protected

14.19 Software Interface: Should be capable of Web browser view and setup

14.20 Motion Detection : Up to 4 areas

14.21 ONVIF: Available

14.22 Should provide built in analytic suite.

14.23 Should be weather-proof

14.24 Make & Model: Bidder should mention

15.0 Indoor Fixed Megapixel IP Camera with POE with following minimum specification:

15.1 Image Sensor : 1/3" progressive scan CMOS

15.2 Signal to Noise Ratio: >60 dB

15.3 Auto IRIS

15.4 Frame Rate: 30 FPS

15.5 Sensitivity f/1.6; 2,850°K; SNR >20 dB

Color (33 ms) 0.4 lux

Color (500 ms) 0.009 lux

Mono (33 ms) 0.09 lux

Mono (500 ms) 0.002 lux

With Day/Night Capabilities

With Mechanical IR Cut Filter (ON/OFF/AUTO selectable), with different set points on lux

- 15.7 Video Streams: Multiple simultaneous streams with up to 2 different configurations plus service stream;
- 15.8 Video Resolution: Up-to 3 Megapixel, 2048 X 1536
- 15.9 Video Encoding: H.264 High, Main, or Base profiles; and MJPEG
- 15.10 Video Bit Rate Control: Constrained variable bit rate (CVBR), constant bit rate (CBR), and variable bit rate (VBR) with target range
- 15.11 Audio Streaming: Bidirectional
- 15.12 Audio Input/ Output: Line level/external microphone input; built-in Microphone
- 15.13 Network: Supported Protocol: TCP/IP, UDP/IP (Unicast, Multicast IGMP), UPnP, DNS, DHCP, RTP, RTSP, NTP, IPv4, IPv6, SNMP v2c/v3, QoS, HTTP, HTTPS, LDAP (client), SSH, SSL, SMTP, FTP, ARP, ICMP, and 802.1x (EAP)
- 15.14 Network Interface: RJ-45 connector for 100Base-TX
- 15.15 Input Power: PoE
- 15.16 Local Storage: Micor SD, SDHC
- 15.17 Users : Unicast: Up to 20 simultaneous users
Multicast: Unlimited users H.264
- 15.18 Secured Access: Should be Password protected
- 15.19 Software Interface: Should be capable of Web browser view and setup
- 15.20 Motion Detection : Up to 4 areas
- 15.21 ONVIF: Available
- 15.22 Should provide built in analytic suite.
- 15.23 Make & Model: Bidder should mention

16.0 Camera for lift

- Up to 3 Megapixel (MPx) Resolution
- Up to 30 Images per Second (IPS) at 3 MPx
- Autofocus Varifocal 3 ~ 9 mm and 9 ~ 22 mm MPx Lenses
- Power over Ethernet (PoE), IEEE 802.3af
- Local Storage (Micro SD)
- Compatible with Third-Party Video Systems
- ONVIF® Profile S and Profile G Conformant

17.0 CCTV Recording Server with backup/restoration facility :

- 17.1 Make & Model: Bidder should mention
- 17.2 Processor: Intel® Xeon® 64-bit processors E5,(6-Core) or Higher
- 17.3 RAM : Min. 16 GB DDR4 - Min.1333 MHz

17.4 HDD : Min. 20 TB Scalable upto 32 TB (Recording of all the cameras will be done on 2048 X 1536 HD 30 FPS.)

17.5 I/O Interface:

- i. 100/1000 Mbps Ethernet interface card with RJ-45 Port - 2 (Two) nos.
- ii. 4 USB 3.0 (Min. 2 in front)

17.6 Optical Drive: DVD Combo

17.7 Operating System: OEM Windows Server 2008 R2 Standard 64-bit or latest with latest service pack and patches on CD/DVD media with 5 Client Access License

17.8 Power: 115-230V, 50-60 Hz with Indian Power cord.

18. Client Computer

18.1 Make & Model: Bidder should mention

18.2 Processor: Intel ® Core i7 – 5550U or higher

18.3 Chipset: Original Intel

18.4 Memory: Minimum 8-GB (4 X 2GB) DDR3 SDRAM 1600-MHz

18.5 Hard Disk: Minimum 1 TB SATA 3Gbps HDD, 7200rpm

18.6 Graphics Card: Minimum 2GB nVIDIA

18.7 Optical Drive: Minimum 16X DVD +/-RW with Dual Layer Write Drive Capabilities

18.8 Ethernet: Integrated 100/1000 Mbps Ethernet Controller

18.9 Monitor: OEM 19" TFT Monitor or higher

18.10 Keyboard: 104 Keys OEM keyboard

18.11 Mouse: OEM USB optical scroll mouse with mouse pad

18.12 OS: Preloaded Genuine Microsoft ® Windows 8.1 professional or latest with recovery DVD/CD

18.13 Power: 115-230V, 50-60 Hz with Indian Power cord.

19. Access control system Server with backup / restoration facility

19.1 Make & Model : Bidder should mention

19.2 Processor: Xeon® 64-bit processors E5,(6-Core) or higher

19.3 Chipset: Original Intel

19.4 Memory: Minimum 16-GB DDR4, minimum 1333-MHz

19.5 Hard Disk: Minimum 2 TB SATA 3Gbps HDD

19.6 Optical Drive: 16X DVD +/-RW with Dual Layer Write Drive Capabilities or higher

19.7 Ethernet: Integrated 100/1000 Mbps Ethernet Controller

19.8 Minimum 4 USB 3.0 Ports, minimum 2 in front.

19.9 Monitor: OEM 19" TFT Monitor or higher

19.10 Keyboard: 104 Keys OEM keyboard

19.11 Mouse: OEM USB optical scroll mouse with mouse pad

19.12 OS: OEM Windows Server 2008 R2 Standard or higher, 64-bit or latest with latest service pack and patches on CD/DVD media with 5 Client Access License

19.13 Data Base: As per software requirement

19.14 Power: 115-230V, 50-60 Hz with Indian Power cord.

20. KVM switch

20.1 Digital KVM switch to connect minimum 4 (four) Windows based servers to TFT monitor, keyboard and mouse to carry out administrative functions of all the servers using the common monitor.

20.2 With Power Adapter for operation on 115V – 230V, 50 Hz.

20.3 Make & Model : Bidder should mention

21. UPS

21.1 Output Capacity: 3 kVA/2400w

21.2 Nominal Output Voltage: 230V

21.3 Nominal Input Voltage: 230 V rms

21.4 Input Frequency: 50 Hz - 65 Hz

21.5 Battery: Maintenance free sealed lead-acid battery for minimum 30 minutes backup on full load

21.6 Make & Model : Bidder should mention

22. Network Cable : Cat6 Network Cable

22.1 Category 6 Unshielded twisted 4 pair cable.

22.2 ANSI/TIA/EIA-568-C.2 compliant.

22.3 Make & Model : Bidder should mention

23. Mono Laser Printer

23.1 Make & Model: Bidder should mention

23.2 Print Speed: 16 ppm or higher

23.3 Media Size: Legal, letter, executive, A4, A5, A6 Etc.

23.4 Media Type: Paper, envelopes, transparencies, labels

23.5 Resolution : 600 X 600 dpi or higher

23.6 Memory: 64 MB RAM or higher

23.7 Duty Cycle : 5,000 pages/month or higher

23.8 Connectivity: USB port with Cable

24. Access and Time Attendance Management software

24.1 The Software should be one unit running on one server and having

- i. Access Control System &
- ii. Time & Attendance system

24.2 Software with following features:-

- Administration licence: 1 no. , Client license : 3 no
- Based on M/s SQL Database
- To maintain a centralized database of employees with photographs (Minimum of 300 employees) , necessary information, biometric data and mobile data.
- Capability of new user creation for the Access Control System , necessary enrolment with smart card , biometric information, mobile apps .
- Should be able to store Entry Time as well as Exit Time of employee
- Capable of user restriction at door level.
- Should feature Attendance monitoring / reporting
- Capable of having access grant , attendance monitoring using smart card, mobile phone (minimum android and i-phone) , biometric reader
- Centralized swipe detection and timestamp storage
- Backup and restore facility for OS, Application and Database.
- Perpetual license to use the software.
- Should have the facility of integration with SAP application (SAP ECC 6.0 , HR module)
- Capability to raise audio/visual alarm in case of
 - i. Presenting invalid cards;
 - ii. Keeping the entry door forcibly open beyond specified and pre programmed time;
 - iii. Failure of any card reader;
 - iv. Failure of door operating mechanism to respond;
- Should have the capability to monitor video output of CCTV camera focussed on the access door by clicking on the door access event.
- Generation of reports periodically, (daily, weekly, fortnightly or monthly) employee code wise by individual employee.
- Generation of Daily reports for HR (Late Entry, Early out, absent report etc.)
- Software is to be customized as per OIL's requirement to include other features like leave management etc.

24.3 Make & Model : Bidder should mention

25. Computer for Visitor Management System with backup/ restore facility

25.1 Make & Model: Bidder should mention

25.2 Processor: Intel ® Core i7 – 5550U or higher

25.3 Chipset: Original Intel

25.4 Memory: Minimum 8-GB (4 X 2GB) DDR3 SDRAM 1600-MHz

25.5 Hard Disk: Minimum 1 TB SATA 3Gbps HDD, 7200rpm

25.6 Optical Drive: 16X DVD +/-RW with Dual Layer Write Drive Capabilities or higher

25.7 Ethernet: Integrated 100/1000 Mbps Ethernet Controller

25.8 Monitor: OEM 19” TFT Monitor or higher

25.9 Keyboard: 104 Keys OEM keyboard

25.10 Mouse: OEM USB optical scroll mouse with mouse pad

25.11 OS: Preloaded Genuine Microsoft ® Windows 8.1 professional or latest with recovery DVD/CD

26. Visitor Management Software

26.1 Visitors will be given printed visitor cards. Also photograph will be taken by using webcam and pass will be generated if necessary . Card , Pass design will be provided by OIL .

26.2 Visitor tracking software based on M/s SQL Database

26.3 Should provide following features:

- Visitor pass generation with photograph
- Visitor's information like Photo, Name, Place, Mobile no, Organization, purpose of visit, person to meet, visitor card no. issued, Date of visit, Time in, Time out etc. to be stored in the centralized database.
- To provide visitor record search facility by Date, Mobile No. etc.
- To generate Visitor reports on demand, based on Date of Visit, Mobile No. etc.
- Backup and restore facility
- Perpetual license to use the software.

27. Webcam for Visitor Management System

27.1 Full HD video recording (up to 1920 x 1080 pixels)

27.2 Autofocus lense

27.2 Automatic low-light correction

27.3 Hi-Speed USB 2.0 certified (USB 3.0 ready)

27.4 With Tripod-ready universal clip fitting laptops, LCD or CRT monitors

27.5 Tripod should be supplied along with

28. 24-port Gigabit POE layer -2 switch

28.1 Ports Configuration: 24 port Gigabit Ethernet PoE Switch with 2 nos. of SFP ports Combo ports

28.2 Standards and Protocols:

- ☐ IEEE 802.1x Remote authentication through RADIUS
- ☐ IEEE 802.1x Dynamic VLAN assignment
- ☐ IEEE 802.1x MAC-based authentication
- ☐ IEEE 802.3ad Link aggregation
- ☐ IEEE 802.1Q Tagged VLAN
- ☐ IEEE 802.1d STP, IEEE 802.1w RSTP, IEEE 802.1s MSTP

28.3 IP Multicast Support (IPv4/ IPV6): IGMP snooping (v1/v2)

28.4 Management Features:

- ☐ Window-based configuration of the Switches
- ☐ SNMP Trap View and Discovery Support
- ☐ SNMPv1/v2/v3
- ☐ LLDP
- ☐ RMON Groups 1,2,3 & 9

28.5 Performance:

- ☐ Switching Fabric 20Gbps
- ☐ Throughput 14Mpps
- ☐ MAC Address 8000
- ☐ Packet Buffer : 1MB

28.6 Power Budget : Minimum 75W or higher

28.7 Electrical/Mechanical Approvals :

- ☐ FCC/EN55022/CISPR 22 Class A

☐ CSA / cUL ; CE Mark

☐ EN60950 (TUV)

29. Push Button Switch For Door

29.1 Should be Wall Mounted

29.2 Should be Durable

29.3 Anchor Model Bell Push or equivalent (Anchor Item Code 21554)

30.0 Wall mounted LED Display Screen (min 75")

30.1 Display

- ☐ Panel Technology : Slim Direct-Lit
- ☐ **Resolution** 1920 × 1080
- ☐ Aspect Ratio 16:9
- ☐ Brightness : min 320 nits
- ☐ Built-in Speakers : Yes
- ☐ Contrast Ratio (Typical) min 4,000:1
- ☐ Viewing Angle (H/V) min 178°/178°
- ☐ Response Time min 4ms

30.2 Connectivity

- Input: VGA (D-sub 15 pin), DVI-D, Component/Composite, HDMI, Stereo mini Jack
- Output : Stereo mini Jack
- External Control: RS232C(In/Out) thru stereo jack
- Sensor: Yes

30.3 Power

- Power Supply: AC 100 - 240 V~ (+/- 10 %), 50/60 Hz

30.4 Green Management

- RoHS Compliant : Yes

30.5 With wall mounter accessories

31. Interconnecting cable

31.1 All the power supply, control and communication cables shall be of the required size and type.

31.2 The cable shall be laid either in concealed way in embedded Pipes /conduits or sleeves as required to suit the site condition.

- 31.3 Bidder have to submit single line diagram of the complete design with the bid document. However, successful bidders have to submit a AutoCAD diagram after successfully installation of the system.
- 31.4 All outdoor cables shall have to be armoured and weather resistant.

END OF SECTION-IV

SECTION-V

BIDDING FORMAT

The bidder must quote Price schedule as per the format given below:

Srl. No.	Item Description	Unit	Price(Rs.)
1	Supply of Security Access Control, Visitor Management System & CCTV Surveillance System (Including all items as per List of Material provided in the tender document). Note: The project being turnkey in nature, the bidder should include cost of any other material to be supplied for completion of the project in totality as per the implementation plan of the bidder and which is not included in the List of Material provided in the tender document	LOT	
2	Installation, Commissioning and Training Charges	LOT	
3	FMS Service for 4 (Four) years	LOT (Total for 4 years)	
4	a) AMS (As % of quoted value against material cost (Item no.1 above)	Year 1	%
	b) AMS (As % of quoted value against material cost (Item no.1 above)	Year 2	%
	c) AMS (As % of quoted value against material cost (Item no. 1 above)	Year 3	%
	Total Value in Rs.		
	Service Tax (Please indicate the Rate in %) in Rs.		
	Any other taxes(Please indicate the Rate in %) in Rs.		
	Grand Total Value including taxes (Rs.)		

Notes To Bidders:

- Bidder has to quote for all the above items from Sr. No.1, 2, 3 to 4 in the bidding format, failing which offer shall be considered incomplete, non-responsive and shall be rejected. In case, bidder keeps price “blank” against any item , then offer shall be construed incomplete and shall be rejected.
- The annual AMS charge quoted by the bidder should not be less than 10% of the total material cost, otherwise the offer will not be considered for evaluation.
- Price details quoted by bidder as per above bidding format shall not be uploaded in “Technical RFX Response” link and same shall be uploaded as Attachment in the attachment link under “Notes and Attachments”.

END OF SECTION-V

SECTION-VI

BID REJECTION CRITERIA / BID EVALUATION CRITERIA

A. BID REJECTION CRITERIA:

The bid shall conform generally to the specifications and terms and conditions given in the Tender Documents. Bids will be rejected in case items offered do not conform to the required parameters stipulated in the technical specifications. 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 documents related to BRC must be submitted along with the Bid.

I. TECHNICAL & FINANCIAL

Srl. No	Criteria	Complied / Not Complied	(Remarks if any)
1	Bidders shall be a system integrator having experience in the field of supply, installation and commissioning of both Security Access Control and Video Surveillance products in corporate infrastructure / Industrial infrastructure. Bidder must provide relevant authorization from OEM of the products (As per list provided in Annexure-I) quoted by him, stating that the OEM will provide all back end support for supply of spares and maintenance of the equipment for a minimum period of 4 (four) years from the date of start of the contract.		
2	The annual AMS charge quoted by the bidder should not be less than 10% of the total material cost, otherwise the offer will not be considered for evaluation.		
3	<p>The bidder must submit documentary evidence along with the technical bid for completion of contract minimum 1 (one) job of “similar nature” having contract value of Rs. 95,00,000/- for any public sector company / Central or State Govt. Organisation / Listed Company in last 7 yrs, to be reckoned from the original bid closing date of this tender.</p> <p>Job of “Similar Nature” means contract for System Integration of Security access control and Video Surveillance, either together or as separate projects of Security access control and Video Surveillance.</p> <p>i. Documentary evidence must be in the form of completion certificate from the authority for which the contract was executed and it must state the following:</p>		

	<p>a. Start date of Contract b. Completion date of contract. c. Total value of contract. d. Name and designation of the signing authority of the document with contact ph. No.</p> <p>OIL reserves the right to verify the document submitted from the concerned authority.</p>		
4	<p>Annual turnover of the bidder is Rs.95,00,000/- in any of 3 (three) financial years from original bid closing date of this tender and the Net Worth of the bidder should be positive for the year 2015-16.</p> <p>(Note: Documentary evidence to be submitted along with Technical Bid, otherwise the bid will be considered incomplete, non-responsive and shall be rejected. The documentary evidence must be in the form of Annual Profit and Los Account & Balance Sheet of the bidding firm or A certificate from a chartered accountant stating the Annual Turnover of the bidder for the year with seal, sign and membership no. of the Chartered Accountant).</p>		
5	The bidder must quote for all the items as per Bill of Material (Annexure-II) provided with this tender document, otherwise, the bid will be considered incomplete, non-responsive and shall be rejected.		
6	The bidder must agree to the Extension Clause as per Para 6.0 of the Scope of Work (SECTION-III) for the project, otherwise the bid will be rejected.		
7	Bidder must bid as per the bidding format provided in the tender document. Bid submitted in any other format shall be rejected.		
8	The OEM of the products quoted by the bidder must be a registered company in India for minimum 3 years as on the bid closing date. The bidder must submit documentary evidence in this regard along with the technical bid, otherwise the bid will be considered incomplete, non-responsive and shall be rejected.		

Special Notes to Bidder:

- 1. Bidder must upload the compliance of Technical & Financial BRC in the above Format along with documentary evidence in accordance with BRC in “Technical RFX Response” link , failing which the bid will be rejected straightway.**

II. GENERAL

1. Bids with validity less than 120 days from scheduled Bid Closing Date will be rejected.
2. Bid Security in original must reach the office of General Manager(C&P), Oil India Limited Plot No. 19, Sector-16A, NOIDA-201301 Limited, before the bid closing date and time, otherwise, bid will be rejected. Scanned copy of this Bid Security should also be submitted /uploaded online along with the un-priced (Technical) Bid. Bidders shall furnish the “Bid Security” for the amount as specified in the ‘Covering Note.’ Bid Security if submitted in the form of Bank Guarantee, then the Bank Guarantee must be valid up to 180 days from stipulated bid closing date. Any bid not accompanied by bid security or bid security with inadequate validity will be rejected.
3. No price details should be uploaded in “Technical RFX Response link” in the e-procurement portal. Details of prices as per Bidding format / Price-bid for Bill of Material shall be uploaded as Attachment in the attachment link under “Notes and Attachments”. Bid will be summarily rejected if the Technical RFX Response link contains prices / rates.
4. Bids received in physical form, but not uploaded in OIL’s e-Tender Portal will be rejected.
5. The authenticity of digital signature shall be verified through authorized CA after bid opening. If the digital signature used for signing is not of “Class -3” with Organizations name, the bid will be rejected.
6. Any Bid containing a false statement shall be rejected.
7. The system will not permit to submit any bids after the scheduled bid closing date and time.
8. The rate quoted by Bidders must be held firm during the term of the contract and not be subjected to any variation except as per the provisions of the contract. Bids with adjustable price terms will be rejected.
9. There must be no exception to the following Clauses including sub-clauses, as applicable; otherwise the Bid will be rejected.

- | | |
|---------------------------------------|----------------------------|
| - Performance Security Deposit Clause | - Termination Clause |
| - Penalty / Compensation Clause | - Arbitration Clause |
| - Taxes and duties Clause | - Liquidated damage Clause |
| - Force Majeure Clause | - Tax Liability Clause |

10. The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide PROFORMA-II of the tender document. This Integrity Pact Proforma has been duly signed digitally by OIL’s competent signatory. The Proforma has to be returned by the bidder (along with the Un-priced Techno-Commercial Bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder’s authorized signatory who sign the Bid.

11. To determine the substantial compliance of the Bid, OIL reserves the right to ask the bidder for clarification of clauses covered by the BRC. Such clarifications to ensure compliance with the BRC clauses must be received on or before the deadline given by OIL or the bid will be rejected.

B. BID EVALUATION CRITERIA (BEC):

The bids conforming to the terms and conditions stipulated in the tender documents and considered to be responsive after being subjected to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:-

1. Evaluation will be on the basis of “Grand Total Value including Taxes” on the basis of rates quoted in the Bidding Format.
2. Preference to Micro and Small Enterprises will be given as per prevailing Government Guidelines as applicable on bid closing date.
3. In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.
4. Similarly, in the event of discrepancy between words and quoted figure, words will prevail.

NOTE: No deviation or exception will be accepted in the clauses covered under BRC/BEC. If any clauses in the BRC contradict clauses elsewhere in the Bid Document, then the clauses in the BRC shall prevail.

END OF SECTION-VI

List of Material

Sr.No	Item Description	Unit	Qty
1.0	Smart card	No.	400
	Smart card holder		
1.5	For Gent's: with extender	No	300
1.6	For Ladies : with ribbon	No	100
2.0	Smart card + Mobile Reader	No.	<u>OIL House</u> Basement : 1 Ground : 7 First Floor : 4+2 Second Floor : 6+2 Third Floor : 6 Fourth Floor : 4+2 2 Nos. (SB tower) Total: 36
3.0 A)	Controller for 36 readers of OIL House.	No.	Bidders to specify
3.0 B)	Controller for 2 Doors of SB Tower.	No.	Bidders to specify
4.0 A)	Electromagnetic Door Lock / Door Strike (Double Door)	No.	19
4.0 B)	Electromagnetic Door Lock / Door Strike (Single Door)	No.	13
5.0 A)	Flap Barrier Single (Standard)	No.	1
5.0 B)	Flap Barrier Single (Handicap)	No.	1
6.0	Boom Barrier	No.	1
7.0	Long Range Reader for Boom Barrier Control	No.	2
8.0	RFID tag for vehicles/bikes	No	100
9.0	Biometric Attendance Reader	No.	OIL House: 3 Nos. SB Tower: 1 No. Total: 4 Nos.
10.0	Biometric Enrolment Unit	No.	1
11.0	Card Printer with card enrolment & Lamination Unit	No.	1
12.0	Indoor IP dome PTZ Camera with POE	No.	17
13.0	Outdoor Weather proof Vandal Resistant Night Vision IP dome Camera with POE	No.	4

14.0	Outdoor Weather proof Vandal Resistant Night Vision IP fixed Camera with POE	No.	9
15.0	Indoor IP fixed Camera with POE	No	35
16.0	Camera for lift	No	3
17.0	CCTV Recording Server with backup/restoration facility	No.	1
18.0	Client Computer	No.	1
19.0	Access control system Server with backup / restoration facility	No.	1
20.0	KVM Switch	No.	1
21.0	UPS	No.	1
22.0	Network Cable Cat6 Network Cable	Meter	
23.0	Mono Laser Printer	No.	1
24.0	Access control system Software with Attendance Management software	No	1
25.0	Computer for Visitor Management System with backup/restore facility	No.	1
26.0	Visitor Management Software	No	1
27.0	Webcam with stand for Visitor management system	No	1
28.0	24-port Gigabit POE layer -2 switch	No.	3
29.0	Push button switch for door	No.	33
30.0	75"Display screen	No	1
31.0	Interconnecting cable	Meter	
32.0	Pole for mounting long range reader	No.	2
33.0	Installation & commissioning	Lot	
34.0	Training	Lot	
35.0	FMS service	Year	4
36.0	AMS	Year	3
37.0	Any other item		

Price List for Bill of Material

Sr.No	Item Description	Unit	Unit Rate (Rs)
1.0	Smart card	No.	
	Smart card holder		
1.5	For Gent's: with extender	No	
1.6	For Ladies : with ribbon	No	
2.0	Smart card + Mobile Reader	No.	
3.0 A)	Controller for 36 readers of OIL House.	No.	
3.0 B)	Controller for 2 Doors of SB Tower.	No.	
4.0 A)	Electromagnetic Door Lock / Door Strike (Double Door)	No.	
4.0 B)	Electromagnetic Door Lock / Door Strike (Single Door)	No.	
5.0 A)	Flap Barrier Single (Standard)	No.	
5.0 B)	Flap Barrier Single (Handicap)	No.	
6.0	Boom Barrier	No.	
7.0	Long Range Reader for Boom Barrier Control	No.	
8.0	RFID tag for vehicles/bikes	No	
9.0	Biometric Attendance Reader	No.	
10.0	Biometric Enrolment Unit	No.	
11.0	Card Printer with card enrolment & Lamination Unit	No.	
12.0	Indoor IP dome PTZ Camera with POE	No.	
13.0	Outdoor Weather proof Vandal Resistant Night Vision IP dome Camera with POE	No.	
14.0	Outdoor Weather proof Vandal Resistant Night Vision IP fixed Camera with POE	No.	
15.0	Indoor IP fixed Camera with POE	No	
16.0	Camera for lift	No	
17.0	CCTV Recording Server with backup/restoration facility	No.	
18.0	Client Computer	No.	
19.0	Access control system Server with backup / restoration facility	No.	
20.0	KVM Switch	No.	
21.0	UPS	No.	
22.0	Network Cable Cat6 Network Cable	Meter	
23.0	Mono Laser Printer	No.	

Sr. No.	Item Description	Unit	Unit Rate (Rs)
24.0	Access control system Software with Attendance Management software	No	
25.0	Computer for Visitor Management System with backup/restore facility	No.	
26.0	Visitor Management Software	No	
27.0	Webcam with stand for Visitor management system	No	
28.0	24-port Gigabit POE layer -2 switch	No.	
29.0	Push button switch for door	No.	
30.0	75" Display screen	No	
31.0	Interconnecting cable	Meter	
32.0	Pole for mounting long range reader	No.	
33.0	Installation & commissioning	Lot	
34.0	Training	Lot	
35.0	FMS service	Yearly	
36.0	a) AMS (As % of quoted value against Material Cost (Item no 1 of bidding format)	Year 1	
	b) AMS (As % of quoted value against Material Cost(Item no 1 of bidding format)	Year 2	
	c) AMS (As % of quoted value against Material cost (Item no 1 of bidding format)	Year 3	
37.0	Any other item not included in the list above but required as per implementation plan of the bidder for completion of the project in totality		
	i.		
	ii.		
	iii.		

Notes To Bidders:

1. Bidder has to quote for all the items as per above Bill of Material, failing which offer shall be considered incomplete, non-responsive and shall be rejected. In case, bidder keeps price "blank" against any item except 37.0, then offer shall be construed incomplete and shall be rejected.
2. Price details quoted by bidder as per above Price list should not be uploaded in Technical RFX Response link in the e- procurement portal and same shall be uploaded as Attachment in the attachment link under "Notes and Attachments".

APPENDIX-I

**To,
General Manager (C & P)
OIL INDIA LIMITED
Plot No. 19, Sector 16A
Noida - 201301**

Dear Sir,

Sub : Your Enquiry No.....

For

Mr. /Mrs. has been authorised to be present at the time of
opening of the above Enquiry due on
At NOIDA on my/our behalf.

Yours faithfully,

(Name)
Designation
Stamp / Seal

FORM OF BID SECURITY (BANK GUARANTEE)**Ref. No****Bank Guarantee No
Dated**

To:

Oil India Ltd;
Plot No 19, Sector-16,
NOIDA-201203

Whereas (herein after called 'the Bidder') has submitted their Bid No.....dated.....against OIL INDIA LIMITED, DULIAJAN, ASSAM, INDIA (hereinafter called the purchaser)'s tender No.for the supply of (hereinafter called 'the Bid') KNOW ALL MEN by these presents that we..... Of having our registered office at..... (hereinafter called 'the Bank') are bound unto the Purchaser, in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the said Bank thisday of.....

THE CONDITIONS of this obligation are :

1. If the Bidder withdraws their Bid during the period of Bid validity specified by the Bidder, or
2. If the Bidder, having been notified of the acceptance of their bid by the Purchaser during the period of bid validity:
 - a) fails or refuses to accept the order ; or
 - b) fails or refuses to furnish the performance security
3. If the Bidder furnished fraudulent document/information in their bid.

We undertake to pay to the Purchaser up to the above amount upon receipt of their first written demand (by way of letter /fax/cable) without the Purchaser having to substantiate their demand, provided that in their demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of any of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including_____(Bidder to indicate specific date as mentioned in the tender), and any demand in respect thereof should reach the Bank not later than the above date.

The details of the issuing bank and controlling bank are as under:

A. Issuing Bank

1. Full address of the bank:
2. Email address of the bankers:
3. Mobile nos. of the contact persons:

B. Controlling Office

1. Address of the controlling office of the BG issuing banks:
2. Name of the contact persons at the controlling office with their mobile nos. and email address:

Signature& Seal of the Bank

FORM FOR PERFORMANCE SECURITY (BANK GUARANTEE)
(For Supply, Installation , Commissioning)

Ref. No**Bank Guarantee No**
Dated

To
Oil India Ltd;
Plot No 19, Sector-16,
NOIDA-201203.

Whereas (herein after called 'the Seller') has undertaken, in pursuance of Order No. dated.to supply(description of Goods and Services) hereinafter called 'the Contract'.

AND WHEREAS it has been stipulated by you in the said Contract that the seller shall furnish

you a Bank guarantee by a recognized Bank for the sum specified therein as security for compliance with the Seller's performance obligation in accordance with the contract.

AND WHEREAS we have agreed to give the seller a Guarantee:

THEREFORE we hereby affirm that we are Guarantors on responsibility to you, on behalf of the

seller, up to a total of(amount of the Guarantee in words and figures) and we undertake to pay you upon first written demand declaring the Seller to be in default under the contract and without cavil or argument and sum or sums within the limits of.(Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

The Guarantee is valid until theday of

The details of the issuing bank and controlling bank are as under:

A.Issuing Bank

1. Full address of the bank:
2. Email address of the bankers:
3. Mobile nos. of the contact persons:

B.Controlling Office

1. Address of the controlling office of the BG issuing banks:
2. Name of the contact persons at the controlling office with their mobile nos. and email address:

Signature & Seal of the gurantors

Date

.....

Witness

APPENDIX-IV

FORM OF PERFORMANCE BANK GUARANTEE **(For FMS & AMS)**

To:
Oil India Ltd;
Plot No 19, Sector-16,
NOIDA-201203.

WHEREAS _____ (Name and address of Seller/Contractor) (hereinafter called "Seller/Contractor") had undertaken, in pursuance of Purchase order/Contract No. _____ to execute (Brief Description of the Service) _____ (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the seller/ contractor shall furnish you with a Bank Guarantee as security for compliance with Seller/Contractor's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Seller/ Contractor such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Seller/Contractor, up to a total of (Amount of Guarantee in figures) _____ in words) (_____), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Seller/Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Purchase order or the work to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the date _____

SIGNATURE AND SEAL OF THE GUARANTORS _____

Designation _____

Name of Bank _____

Address _____

Date..... Place _____

PROFORMA-I

STATEMENT OF COMPLIANCE **(Only exceptions/deviations to be rendered)**

SECTION (PAGE NO.)	CLAUSE NO. SUB-CLAUSE NO.	COMPLIANCE/ NON COMPLIANCE	REMARKS

(Authorised Signatory)

Name of the bidder_____

NOTE: OIL INDIA LIMITED expects the bidders to fully accept the terms and conditions of the bid document. However, should the bidders still envisage some exceptions/deviations to the terms and conditions of the bid document, the same should be indicated as per above format and submit along with their technical bids. If the proforma is left blank or not submitted, then it would be construed that the bidder has not taken any exception/deviation to the terms and conditions of the bid document.

PROFORMA-II

INTEGRITY PACT

Between Oil India Limited (OIL) hereinafter referred to as "The Principal"

And

(Name of the bidder) hereinafter referred to as "The Bidder/Contractor"

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for Tender No. ----- . The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

In order to achieve these goals, the Principal cooperates with the renowned international Non-Governmental Organization "Transparency International" (TI). Following TI's national and international experience, the Principal will appoint an external independent Monitor who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 - Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

1.No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.

2. The Principal will, during the tender process treat all Bidders with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential/additional information through which the Bidder could obtain an advantage in relation to the tender process or the contract execution.

3. The Principal will exclude from the process all known prejudiced persons.

2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder/Contractor

(1) The Bidder/Contractor commits itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

1. The Bidder/Contractor will not, directly or through any other person or firm, offer, promise

or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

2. The Bidder/Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, Subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

3. The Bidder/Contractor will not commit any offence under the relevant Anticorruption Laws of India; further the Bidder/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

4. The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

(2) The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future Contracts

If the Bidder, before contract award has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or risibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

1. If the Bidder/Contractor has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the

position of the transgressions within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.

2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.

3. If the Bidder/Contractor can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.

4. A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.

Section 4 - Compensation for Damages

1. If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from the Bidder liquidated damages equivalent to 3 % of the value of the offer or the amount equivalent to Earnest Money Deposit/Bid Security, whichever is higher.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to 5% of the contract value or the amount equivalent to Security Deposit/Performance Bank Guarantee, whichever is higher.
3. The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder/Contractor can prove and establish that the exclusion of the Bidder from the tender process or the termination of the contract after the contract award has caused no damage or less damage than the amount or the liquidated damages, the Bidder/Contractor shall compensate the Principal only to the extent of the damage in the amount proved.

Section 5 - Previous transgression

1. The Bidder declares that no previous transgression occurred in the last 3 years with any other Company in any country conforming to the TI approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Section 6 - Equal treatment of all Bidders/Contractor/Subcontractors

1. The Bidder/Contractor undertakes to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidders/Contractors/ Subcontractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

Section 8 - External Independent Monitor/Monitors (three in number depending on the size of the contract)(to be decided by the Chairperson of the Principal)

1. The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.

3. The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality.

4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

7. If the Monitor has reported to the Chairperson of the Board a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

8. The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairperson of the Principal.

Section 10 - Other provisions

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi.

2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

3. If the Contractor is a partnership or a consortium, this agreement must be, signed by all partners or consortium members.

4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

For the Principal

For the Bidder/Contractor

Place:

Witness 1 :

Date:

Witness 2 :

Guidelines to bidders for participating in OIL's e-Procurement tenders

Bid invitations (Tenders)

The details of e-Procurement tenders can be accessed from our e-Procurement site.
<https://etender.srm.oilindia.in/irj/portal>

To view e-Procurement tenders you need to login using your login id & password to view all tenders available for you.

If you do not have a user id, please click on Guest login button to view available open tenders.

Pre-requisites to submit tenders on line through e-Procurement Portal

Bidders should have a valid User Id to access OIL e-Procurement site.

Bidders should have a legally valid Class 3 digital certificate with Organizations Name as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

Tender fee must have been paid, if applicable for the Bid Invitation. If Bidder is exempt from paying tender fee, Bidder must hold exemption from the Tender Officer.

Bidder should fulfill any other pre-requisites mentioned in the tender documents of a specific tender.

Instructions for obtaining Digital Certificate

In order to bid for OIL e-tenders all the vendors are required to obtain a legally valid digital certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. (<http://www.cca.gov.in/>)

Steps for obtaining Digital Certificate

Visit the site of the licensed CA using internet browser.

Apply online for a class 3 digital certificate for the designated individual with organization name. Ensure the Digital Certificate is legally valid in India.

For making payment and submission of documents required for issue of the Digital Certificate, follow the instructions on the CA's website.

Use the class 3 Digital Certificate thus obtained for online bidding on OIL e-Procurement site.

Links to some licensed CA's are provided below

1. [TCS](#)
2. [Safescrypt](#)
3. [MTNL Trustline](#)
4. [\(n\)Code Solutions](#)
5. [e-mudhra](#)

Technical Settings

1. **Web Browser Supported:** Microsoft IE Ver 6.0 or higher recommended

2. **Java:** To view some of the components, you need to install Java Internet component JDK 5.0 from

<http://java.sun.com/javase/downloads/index.jsp>

3. **Proxy:** If you are unable to access OIL e-Procurement site or Bid Documents, check if you are using proxy to connect to internet or if your PC is behind any firewall. Contact your system administrator to enable connectivity. Please note that standard Port for HTTPS (443) connectivity should be enabled on your proxy/firewall. Dial-up internet connectivity without Proxy settings is another option.
4. **Pop-ups:** Pop-ups should be enabled on OIL e-Procurement URL and Bid Documents URLs. This is required to view tender documents.
5. **Recommended Screen Resolution:** 1024 by 768 pixels.
6. **Internet Speeds:** If you are experiencing slow connectivity to OIL e-Procurement, then contact your system administrator/ISP provider for desirable speeds.
7. **Active-x controls:** Maintain the settings as described in Internet Explorer settings document to enable digital signature signing and verification.

Parameter	Value
Allow Script lets	Enable
Automatic prompting for ActiveX controls	Enable
Binary and script behaviors	Enable
Download signed ActiveX controls	Enable
Download unsigned ActiveX controls	Enable
Initialize and script ActiveX controls not marked as safe	Enable
Run ActiveX controls and plug-ins	Enable
Script ActiveX controls marked safe for scripting	Enable
Use Pop-up Blocker	Disable

8. **Digital signature client SW/component :** To use Digital Signature, a client level Software is required. This is third party software from Safescrypt. This is installed automatically, once you start working on OIL's e-procurement system. A popup will come before it starts installation. You need to ensure you have administrative rights on the PC or the laptop. This installation is one time activity for a PC or Laptop.

(END OF APPENDIX-V)