

Oil India Limited
(For Internal Use Only)

Ref: Corp-IT/Approval/10-2024/05

Date: 22/10/2024

Subject: Approval for Procurement of Biometric Attendance reader for 6th Floor, Okhla Office.

- 1.0 CGM (A&C) has requested IT Corporate to provide a biometric attendance device for 6th Floor, NBCC Okhla Office (email enclosed), for Corporate HSE department. Currently, OIL corporate has a centralized biometric attendance system (Kent Cam Attendance) in place, which includes two face recognition devices installed at the Corporate Sphere Offices, one on the Ground Floor of the Noida Corporate Office, and another at the E&D Directorate Office on the 5th Floor of NBCC Okhla. The estimated cost for adding an additional face recognition device to the existing biometric attendance system, as per the budgetary quotation (enclosed) from the OEM (KENT RO SYSTEMS LIMITED), is Rs. 25,000/- exclusive of GST and Rs. 29,500/- inclusive of GST. *(no price escalation) It may be noted that the same device was procured via last PO 7910834/04.02.2021 at same rate. Tituraj Doley*
- 2.0 In order to ensure compatibility with the existing biometric attendance system, it is essential to acquire the device from the same OEM that provided the current system. Additionally, there is no requirement to purchase a separate software license, as the existing license remains active. Therefore, it is recommended to procure the device from KENT RO SYSTEMS LIMITED, the OEM of the current biometric attendance system, on a proprietary basis.
- 3.0 IT Corporate has a sanctioned Capital budget against WBS element PI.24DLIT.003 (IT Pool fund) with surplus budget which can be utilized for the above procurement.
- 4.0 Your approval is requested for expenditure of Rs.29500/- to procure one biometric attendance device from KENT RO SYSTEMS LIMITED under WBS element PI.24DLIT.003 (IT Pool fund) on proprietary basis as per DOP C6(b).

Tituraj Doley
Tituraj Doley
Dy. CE (IT Corporate)

[Signature]
Through: GM (IT Corporate)

[Signature]
FC: GM (F&A)

[Signature]
Approver: CGM (EO to CMD, Addl. Charge IT Corporate)

Enclosed: As Above

Tituraj Doley (तितुराज डोले)

From: Nabajyoti Neog (नवज्योति नेउग)
Sent: 08 October 2024 15:19
To: Tituraj Doley (तितुराज डोले)
Cc: IT SupportNoida
Subject: FW: Request for face based biometric attendance devices at Okhla Office.

Follow Up Flag: Follow up
Due By: 08 October 2024 16:00
Flag Status: Flagged

Urgent requirement, For NA please.

Regards


Naba Jyoti Neog
GM-IT (Corporate)
IT Department, Noida
Oil India Ltd.
Ph: 0120 2419069
Email : njneog@oilindia.in

From: Arindam Bhattacharyya (अरिंदम भट्टाचार्या) <arindam@oilindia.in>
Sent: 08 October 2024 15:17
To: Nabajyoti Neog (नवज्योति नेउग) <njneog@oilindia.in>
Subject: Fw: Request for face based biometric attendance devices at Okhla Office.

Sir,

Please arrange to procure/fit face-based biometric attendance devices for sixth floor at our Okhla office.
This is required as HSE department has shifted to that building.
This may be treated as urgent, please.

Regards
Arindam Bhattacharyya

PRO FORMA INVOICE				
KENT RO SYSTEMS LIMITED				
E - 6,7, 8, SECTOR - 59, NOIDA, Gautam Buddha Nagar, Uttar Pradesh, 201309 Phone: +91-120-3075000			Date 09 October 2024 P.I. No. KENT/2024/03/08/408 PO Reference No.	
GSTIN: 09AADCK0743L1ZE Contact Person : Manoj Kumar Gupta Contact No. : +91-8800742006 Email : mkgupta4@kent.co.in				
BILL TO : OIL INDIA OIL HOUSE, PLOT NO 19, SECTOR 16A, FILM CITY NOIDA UP-201301 GSTN : Contact Person : MR TITURAJ DOLEY Contact No. : Email :			SHIP TO : GSTN : Contact Person : Contact No. : Email :	
DESCRIPTION	QUANTITY	HSN CODE	RATE PER UNIT (INR)	TOTAL AMOUNT (INR)
1 KENT CAM ATTENDANCE FR 8"	1		₹ 25,000	₹ 25,000
			Total :	₹ 25,000
			GST :	₹ 4,500
			TOTAL INVOICE VALUE :	₹ 29,500
Bank Details: COMPANY NAME : KENT RO SYSTEMS LIMITED BANK - HDFC Bank Account No. 50200010658369 IFSC- HDFC0002649 Branch Address - STELLAR IT PARK, NOIDA (U.P.)			 KENT RO SYSTEMS LIMITED Division: Kent Cam Technologies	
T&C 1. Payment: 100% against installation. 2. Delivery: Within 7 days after receipt of purchase order and advance payment. 3. Warranty: 1 Year (Included in Price)				
We appreciate your business and look forward to work with you.				

Item No. C5: Extension of delivery period of orders / mobilization / completion time for contracts without waiver of liquidated damages in case of delay in execution of contracts / orders

ITEM	Approving Authority							
	1	2	3	4	5	6	7	8
	CMD	Functional Director(s)	RCE	ED	L4	L3	L2	Financial Concurrence
Extension of delivery period of orders / mobilization / completion time for contracts without waiver of liquidated damages in case of delay in execution of contracts / orders	-	-	-	-	**Full Powers	*Full Power	-	-

Note:

- a) * For granting extension of time without waiver of liquidated damages up to a period of three (03) months only.
b) ** For granting extension of time without waiver of liquidated damages beyond a period of three (03) months.

Item No. C6: Acceptance of quotations without calling for competitive tenders and award of contract / purchase orders

ITEM	Approving Authority							
	1	2	3	4	5	6	7	8
	CMD	Functional Director(s)	RCE	ED	L4	L3	L2	Financial Concurrence
a) Quotation obtained from only one party after negotiation or otherwise or for emergent purchases / contracts for reasons to be recorded in writing / on nomination basis.	-	5 Cr	3 Cr	1 Cr	0.2 Cr	-	-	Required
b) Proprietary items (other than spares) / services including AMCs (for which no other acceptable alternative is available)	-	10 Cr	5 Cr	3 Cr	2 Cr	1 Cr	0.5 Cr	Required
c) Proprietary spares	-	10 Cr	8 Cr	5 Cr	2 Cr	1.5 Cr	1.0 Cr	Required
d) Motor Spirit, HSD purchased from PSU(s) / local companies in case of overseas operational requirement / Authorised dealers of PSUs, where direct procurement from PSUs not possible	-	Full power up to limits as per C1-I(a)	Full power up to limits as per C1-I(a)	Full power up to limits as per C1-I(a)	Full power up to limits as per C1-I(a)	Full power up to limits as per C1-I(a)	Full power up to limits as per C1-I(a)	Required

Item No. C6: Acceptance of quotations without calling for competitive tenders and award of contract / purchase orders

ITEM	PROCEDURE
a) Quotation obtained from only one party after negotiation or otherwise, or for emergent purchases / contracts, for reasons to be recorded in writing / on nomination basis.	<p>In principle, approval taken from the RCE (Project Head in case of project) upto their respective value limits as incorporated in this line item, recording the reasons for award of contract to a single party without calling for competitive tenders after negotiation or otherwise / on nomination basis should accompany the PR. In case, estimated value exceeds beyond delegated powers of RCE / Project Heads, 'in principle' approval to be obtained from respective Functional Director(s) of Indenting Department. Notwithstanding the PR value, the PR can be released in SAP within the respective sphere.</p> <p>Emergent requirement of an item / services should be endorsed by the concerned ED / L4 concerned / Project Head (in case of projects). For fields, where the ED / L4 for the concerned department is not available, emergent requirement of an item / service will be endorsed by the RCE. However, this should be guided by the Management / CVC's standing instructions.</p>
b) Proprietary items (other than spares) / services including AMCs (for which no other acceptable alternative is available)	<p>For proprietary items / services, PR should be approved (except medicine) by the concerned ED / concerned L4 / Project Head (in case of projects) certifying that the item / service is proprietary and there is no other alternative.</p> <p>For fields, where the concerned ED / L4 is not available, PR will be approved by the RCE. In case, estimated value exceeds beyond delegated powers of RCE / Project Heads, 'in principle' approval to be obtained from respective Functional Director(s) of Indenting Department.</p> <p>In case of medicines requirement, the same shall be certified by the Drug Purchase Committee (DPC).</p>
c) Proprietary spares	PR for proprietary spares except for stock items should be approved by the concerned L4 authority (L4 / ED) certifying that the spares are proprietary.
d) Motor Spirit, HSD purchased from PSU(s) / local companies in case of overseas operational requirement / Authorised dealers of PSUs, where direct procurement from PSUs not possible	-





OIL INDIA LIMITED
(A Govt. of India Enterprise)
PLOT NO.19, SECTOR 16A, NOIDA
UTTAR PRADESH-201301, INDIA
Email: corp_c&p@oilindia.in, Fax: 0120-2488327

Vendor Code [216365]
M/s. KENT RO SYSTEMS LIMITED

A-2,
SECTOR-59
NOIDA
GAUTAM BUDHHA NAGAR
NOIDA
201309
Uttar Pradesh

PURCHASE ORDER NO : 7910834/LCP/Bo
PURCHASE ORDER DATE : 04.02.2021

**ABOVE PO NO & DATE MUST APPEAR ON
ALL DOCUMENTS / CORRESPONDENCE
ETC.**

Dear Sirs,

Reference:

With reference to above, we have pleasure in placing with you our FIRM ORDER for supply of the goods noted below. This order will be governed by the general instructions given below and standard terms & conditions as per attached Annexure-I. Changes, additions and deletions thereto including those to the ordered equipment or material shall be authorised solely by an amendment to order executed in the same manner as this order. Please return the enclosed acknowledgment form duly signed and sealed in token of your acceptance of the order within two (2) weeks from the date of receipt this order.

Item No./ Mat. Code	Material Description	Quantity (UOM)	Unit Rate (Currency)	Total Value (Currency)
10 OC000019	Touchless Attendance System Technical Specification : 1. Device should be able to detect the person through Face-Recognition (with/without Mask) and note the timing for attendance 2. Onsite OEM Warranty : Minimum 1 Year	2 (NO)	25000.00 (INR)	50000.00 (INR)
20 OC000525	Software Licenses, Validity : 3 Years	1 (NO)	30000.00 (INR)	30000.00 (INR)
30 OC000019	Technical Specification : 1. Device should be able to detect the person through Face-Recognition (with/without Mask) and note the timing for attendance 2. Onsite OEM Warranty : Minimum 1 Year	1 (NO)	25000.00 (INR)	25000.00 (INR)

Total Value : 105,000.00

Total FOR Despatching Station Value : 105,000.00

Total FOR Destination Value : 105,000.00

Order Note(s) : Touchless Attendance System for OIL's Noida & Delhi Office to be delivered by 19.02.2021