TERMS OF REFERENCE

1. Background of the Organization

Maldives Post Limited is a limited liability company formed in 1994 and is fully owned by the government of Maldives with a mandate of providing postal service across the country and abroad under Universal Postal Service Obligation (USO). Maldives Post is the national postal operator in the country with a network of more than 16 postal offices across the nation providing access to postal service in all the inhabited islands.

2. Mandatory Documents to submitted

- No record of criminal offences for last 5 years
    - Companies – Board Directors
    - Limited Liability Partners – Partners
    - Sole Proprietorship - Owner
- Company profile and registration certificate
- GST Registration Certificate
- Proposal quotation
- Authorized partner certificate
- Last 2 years financial statements
- Reference letters from previous project clients with relevant referees and contact details
- Parties who are submitting combined bids/proposals shall submit details of third party.
- Declaration on ethical conduct and fraud and corruption agreement
- MIRA tax clearance letter dated not longer than 3 months from date of bid submission

3. Bid Rejection

- Submitting false information/ documents
- Quoting too high prices
- Bidders who fail to submit any of mandatory documents
- Submission of low-quality proposals
- Bidders who fail to meet the defined requirement
- Bidders who fail to submit declaration on ethical conduct and fraud and corruption agreement.

4. **Project Scope**

   4.1 scope of Work and Deliverables

1. Introduction:

The implementation of a Network Video Recorder (NVR) CCTV system is a critical step towards enhancing the security infrastructure of our organization. This project aims to design and deploy a state-of-the-art surveillance system that leverages the power of network-based video recording technology. Also enabling future expansion

The NVR CCTV system will enable us to centrally manage and monitor multiple cameras across various locations, ensuring comprehensive surveillance coverage. With the integration of intelligent video analytics capabilities, we can also leverage advanced features such as motion detection, facial recognition, and object tracking, thereby significantly improving security incident detection and response.

2. **Objectives:**
   The primary objectives of this implementation are as follows:

   a. Assess the organization's current CCTV infrastructure and identify areas for improvement.
   b. Design an optimal NVR CCTV system architecture that aligns with the organization's security requirements and infrastructure.

3. **Scope of the Project:**

   The scope of this project encompasses the installation, configuration, and integration of NVRs within our organizations on-premise. By transitioning from traditional DVR Analog-Based CCTV systems to an advanced digital network solution (NVR), we can achieve superior video quality, increased scalability, and enhanced accessibility from anywhere anytime.

   The scope of work includes the following activities:

   a. **Installation and Configuration:**
      i. Use cat6 UTP bare copper cable for wiring. Cable data sheet and sample cable should be submitted before wiring
      ii. Above ceiling wires should be in flexible conduits
      iii. Cable runs below ceiling should be in casing.
      iv. Both ends of cables should be labelled properly with cable labeller
      v. Cameras should be installed using cable management brackets where necessary.

     vi.   Configure the Customer-provided basic network configuration information such as device IP address, subnet mask, and default gateway.

     vii.   Configuring RAID

     viii.   Install UPS inside rack and connect mains power

  b. **System Testing and Validation:**

     i.   Conduct comprehensive testing to ensure the functionality and effectiveness of the NVR CCTV system.

     ii.   Validate the system's performance by simulating various scenarios, such as camera failure, network interruptions, and incident detection.

     iii.   Address any issues or deficiencies identified during testing and make necessary adjustments to ensure optimal system operation.

  c. **User Training and Documentation:**

     i.   Develop training materials and conduct training sessions for staff members responsible for operating and managing the NVR CCTV system.

     ii.   Provide documentation, user manuals, and guidelines to facilitate proper system utilization and troubleshooting.

4. **Deliverables**

   Upon completion of the implementation, the following deliverables will be provided:

   a. Provide manual for Management and Configuration.
   b. provide onsite training in both hardware and software in the installation, operation and maintenance.

5. **Project Timeline**

   Submit project plan and detailed time line to complete the project.

Note: The scope of the project may vary based on the specific requirements and scale of the organization. It is essential to engage stakeholders, including IT, security, and facilities management teams, to define the project scope accurately.

5. Evaluation and Comparison of Bids

Criteria	Marks
Price	70%
Experience	10%
Certified Engineers	10%
Warranty and Support (Maximum Period)	10%

Experience:

Bidder should submit reference letters from organizations mentioning successful implementations of similar projects in the Maldives. Minimum 3 letters should submit

Trained/Qualified staff:

- The proposer shall attach the CV, professional certificate and experience letters for reference.

Warranty Support and Maintenance:

The proposer shall mention maximum support period for warranty support and maintenance.

6. CCTV-Minimum Specification

64 Nos x Dome Camera

- Hikvision 4 MP resolution
- 2.8mm lens
- 120 dB WDR technology
- Efficient H.265+ compression technology
- Water and dust resistant (IP67) vandal resistant (IK10)
- Day & Night - IR cut filter
- 30-meter IR
- Video Compression - H.265/H.264/H.264+/H.265+
- DORI - D: 67 m, O: 26 m, R: 13 m, I: 6 m

1 Nos x NVR

- Hikvision 64 channels, Embedded 4K
- Third-party network cameras supported
- Up to 12 MP high-definition live view, storage and playback
- Up to 320 Mbps (or 200 Mbps when RAID is enabled)
- 2 HDMI (different source) and 2 VGA (different source) interfaces
- Minimum 8 HDD capacity, up to 10TB capacity for each disk, hot plug
- Advanced streaming technology
- Supports RAID 0, 1, 5, 6, 10 and N+1 hot spare
- Network Interface 2, RJ-45 10/100/1000 Mbps self-adaptive Ethernet interface
- Rack mountable

5 Nos x SATA Hard disk

- Seagate Surveillance Series 10TB

2 Nos x Network Switch

- Hikvision 48 x Gigabit PoE Ports, 2 × gigabit RJ45, 2 x fiber optical ports
- IEEE 802.3af/at PoE standard
- Total PoE Power Budget minimum 470W
- PoE watchdog: Ports 1 to 48 auto detect and restart the cameras that do not respond.
- STP/RSTP, VLAN, SNMP, QoS
- 104 Gbps Switching Capacity
- 16K MAC Address Entries
- Rack mountable

1 Nos x Server Rack

- 42U server rack 600 x 1000mm
- Adjustable feet and heavy duty castors
- Vented front door and rear door enable ventilation and reliable operation
- Lockable doors including side panels
- Fan x 4 nos
- 6way PDU

1 Nos x UPS

- APC smart UPS rack mountable 3000VA