



# The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION  
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)  
8 Gokhale Road, Kolkata-700 020

*A Century of Service to the Nation*

## NOTICE INVITING TENDER

No. T-1861

Dated: 09.02.2026

### **Implementation of Active Directory – Based Centralised Authentication & Access Management System at IEI-HQ**


The Institution of Engineers (India) invites sealed Tenders from eligible bidder(s) in Single Stage two Envelope bid system for **Implementation of Active Directory at IEI-HQ**.

**The sealed tenders are to be submitted duly stamped and signed and dated on each page of the tender document** as their unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. **Technical Part – (Envelope – ‘A’)** and **Financial bids (Envelope ‘B’)** (Envelope ‘A’ and ‘B’ with the content shall be clearly marked on the top of the envelopes separately). **Technical Part (Envelope – ‘A’)** shall comprise of compliance documents against Qualification Requirement, company profile and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in **Envelope – ‘B’**. Both Envelope – A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tender applicant over it.

The sealed tender duly superscribed, **“Implementation of Active Directory at IEI-HQ”** with Tender No. should be addressed to Deputy Director (IT & Admin) sent at the Institution's address either by registered post/speed post or by hand. Postal / courier of the tender document must reach to this office within stipulated date & time i.e., upto 16.00 hrs of **16 Feb 2026**.

Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays for what so ever reason and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.

  
**Deputy Director (IT & Admin)**

## Objective

The objective of this project is to **design, supply, install, configure, test, and commission a secure, scalable, and centrally managed Active Directory (AD) infrastructure** at IEI Headquarters, in alignment with **ISO/IEC 27001:2022 Information Security Management System (ISMS)** requirements.

**The solution shall enable:**

- Centralised user authentication and authorisation
- Centralised policy enforcement
- Secure access to systems, applications, and data
- Centralised storage and protection of user data

## Qualification Criteria

1. The Bidder should be a registered company.
2. The bidder should have Microsoft Certified Professional on their role
3. The Bidder should have operation Office/Centre in and around Kolkata. The bidder should have experiences in supply Active Directory (AD) Solutions.
4. The Bidder should not be currently blacklisted or have been blacklisted with any Government of India Agency/ PSU, any State Government department. i.e., The bidder shall furnish a written declaration in this regards in their letterhead.
5. The Bidder has to submit copy of the work order / work completion certificate showing the implementation/management of Active Directory during the last three years.
6. The bidder must have single fully functional contact support centre with 24 X 7 support.

## Guidelines on Bid submission:

7. The language of the documentation & details in the Bids must be in English.
8. All bids to be submitted in single stage two envelope in separate covers:
  - a. **Technical Bid** :- Envelope A should be superscribed with Tender No and Name of Job i.e. "**Implementation of Active Directory at IEI-HQ**" and word "TECHNICAL BID" along with the duly signed and stamped photocopy of documents in support of their candidature for Tender and each document to be signed by authorized representative.
  - b. **Financial Bid** :- Envelope should be superscribed with Tender No and Name of Job i.e. "**Implementation of Active Directory at IEI-HQ**" and word "FINANCIAL BID" containing rate coated by the party duly signed and stamped by authorized representative.
9. These two bids to be placed in separate large envelope superscribed with Tender No and Name of Job i.e. "**Implementation of Active Directory at IEI-HQ**".
10. **For any query please contact:**

Sudip Roy, Deputy Director, IT & Admin  
9830744323 / sudip.roy@ieindia.org

## General Terms and Condition

1. The contract shall be for one year and can be renewed on satisfactory performance. Rate during renewal should be mutually agreed. However, the decision of IEI should be full & final.
2. Payment shall be made on submission of Invoice after completion of the job and Vendor has to submit Tax Invoice once the payment is made.
3. Standard LD Clause for delay in supply / service @ 2% per week or part thereof subject to maximum of 10% of the order value will be applicable.
4. IEI reserves the right to reject any or all the quotations without assigning any reason whatsoever.
5. Vendor shall not subcontract the maintenance jobs to any outside agency including their franchisee

## Scope of Work

The successful bidder shall provide **end-to-end services** covering planning, implementation, configuration, security hardening, documentation, training, and support.

### 1. Planning & Architecture Design

- Study the existing IT, network, and user environment.
- Design the **Active Directory Forest and Domain Architecture**, including:
  - Root domain and child domain strategy (if applicable)
  - Domain and forest functional levels
- Design a **logical Organisational Unit (OU) structure** aligned with:
  - Departments
  - Roles / functions
  - Locations (if applicable)
- Define and document **standard naming conventions** for:
  - User accounts
  - Computer objects
  - Security and distribution groups
  - Service and administrative accounts
- Design a **Group Policy (GPO) framework** for security, system control, and operational consistency.

### 2. Server Preparation & Base Configuration

- Supply and/or configure server hardware (if included in tender scope).
- Install a supported **Windows Server operating system** (latest stable release).
- Apply latest security patches and updates.
- Assign static IP address (es) and configure network parameters.
- Install and configure **Domain Name System (DNS)** services to support Active Directory.

### 3. Active Directory Domain Services (AD DS) Installation

- Install **Active Directory Domain Services (AD DS)** and all prerequisite roles and features.
- Validate system readiness for domain controller promotion.
- Perform baseline system hardening prior to production use.

#### 4. Domain Controller Promotion & Configuration

- Promote the server to a **Domain Controller**.
- Create a **new forest and domain** as per approved domain naming standards.
- Configure and securely document the **Directory Services Restore Mode (DSRM)** password.
- Configure FSMO roles and Global Catalog services.
- Configure additional Domain Controller(s), if included in scope.

#### 5. Directory Services Configuration & Policy Management

- Create and configure **Organisational Units (OUs)** as per approved design.
- Create **users, security groups, and service accounts** with role-based access.
- Implement **Group Policy Objects (GPOs)** for:
  - Password and account lockout policies
  - Desktop and system restrictions
  - Software deployment and updates
  - Security hardening and compliance
- Configure **Active Directory Sites and Services** for replication optimisation, where applicable.

#### 6. Centralised Folder, Profile & Data Management

##### 6.1 Automatic User Home Folder Creation

- Upon **first successful login of a user authenticated via Active Directory**, the system shall **automatically create a dedicated user home folder on the central file server**.
- The home folder path shall be uniquely mapped to the respective user and managed through Active Directory attributes and Group Policy.

##### 6.2 “My Documents / Documents” Folder Redirection

- The user’s **“My Documents / Documents” folder** (and other standard user profile folders, if required) shall be **redirected to the central file server** using Group Policy.
- The redirected folders shall:
  - Be **centrally stored on the server**
  - Be accessible to the user from **any domain-joined system**
  - Be protected through **NTFS permissions and AD security groups**
  - Allow access only to the respective user and authorised administrators

##### 6.3 Departmental & Shared Folder Management

- Configure **department-wise shared folders** with role-based access control.
- Configure **requirement-based shared folders** for projects or functional needs.
- Ensure all access is controlled through **Active Directory security groups**.
- Discourage or restrict local storage of official data on end-user systems via Group Policy.

##### 6.4 Backup & Data Protection

- All centrally stored user and departmental data shall be included in the **backup and recovery mechanism**.

## 7. Security Controls & Hardening

- Implement the **Principle of Least Privilege** for all administrative and privileged accounts.
- Configure fine-grained password and account policies, where required.
- Enable **audit logging** for:
  - User logins and logoffs
  - Administrative actions
  - Group Policy and directory changes
- Align security configuration with Microsoft best practices and organisational security policies.

## 8. Backup, Monitoring & Maintenance

- Configure **Active Directory system state backups**.
- Define backup schedules and retention policies.
- Implement monitoring for:
  - Domain Controller health
  - Replication status
  - Critical event logs
- Provide procedures for routine maintenance and health checks.

## 9. Documentation & Knowledge Transfer

- Provide complete **project documentation**, including:
  - AD architecture and logical diagrams
  - OU, GPO, and group structure
  - Folder redirection and access model
  - Backup and recovery procedures
- Conduct **basic operational training** for designated IT staff.
- Submit handover and acceptance documentation.

## Deliverables

- Fully operational Active Directory domain.
- Centralised authentication and access control system.
- Configured user, group, GPO, and folder redirection policies.
- Secure, backed-up centralised user data storage.
- Documentation and training completion.

## Compliance & Standards

The solution shall comply with:

- **ISO/IEC 27001:2022** (Access Control, Logging, Backup, Asset Management)
- Microsoft Active Directory best practices
- Organisational IT and information security policies

## Post-Implementation Support

1. Bidder has to provide technical support onsite.
2. The support includes but not limited to trouble shooting, configuration and reinstallation/ recovery of Active directory as and when required

## Acceptance Criteria

- Successful authentication of users through Active Directory.
- Automatic creation of user server folders on first login.
- Successful redirection of “My Documents” to server storage.
- Enforcement of Group Policies.
- Successful backup and restore test.
- Formal sign-off by the competent authority.

## FINANCIAL PART

Sln	Description	Unit Rate (Rs.)	GST Rate (in %)	Total Rate (Rs.)
1	Installation & Commissioning of Active Directory			
2	Windows Standard Server 2025 OEM License (16 Core)			
3	Yearly Service & support for Active Directory			
4	Others if Any			

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