

GOVERNMENT OF TAMIL NADU

**OFFICE OF THE TRANSPORT COMMISSIONER,
CHEPAUK, CHENNAI-600 005**

**BID FOR
PREPARATION OF SMART CARD BASED DRIVING LICENCES &
REGISTRATION CERTIFICATES at
58 REGIONAL TRANSPORT OFFICES
AND 49 UNIT OFFICES
ON BUILD, OWN, OPERATE AND TRANSFER BASIS (BOOT)**

**ISSUED BY
TRANSPORT DEPARTMENT
GOVERNMENT OF TAMIL NADU
website: <http://www.tn.gov.in/sta>**

SECTION I

GOVERNMENT OF TAMIL NADU

OFFICE OF THE TRANSPORT COMMISSIONER CHEPAUK, CHENNAI-600 005.

NOTICE INVITING TENDER

Sealed Bids are invited from eligible Bidders for preparation of Driving Licenses and Registration Certificates in Smart Cards Form in 58 Regional Transport Offices and 49 Unit Offices on Build, Own, Operate and Transfer (BOOT) model for 5 years. The approximate number of cards to be issued for Driving Licences is 140 lakhs and for Registration Certificates is 200 lakhs.

The Bidder should prepare Smart Cards for fresh as well as existing Driving Licences and Registration Certificates within a period of 5 years. The necessary computers and related hardware and software shall be supplied to this Department by the successful Bidder.

Bid will be conducted through open tender under "two cover" system conforming to the TamilNadu Transparency in Tenders Act, 1998 and Rules 2000.

1.	Name of the Bidding Department	Transport Department, Chepauk, Chennai-5
2.	Name of the Work	Preparation of Smart cards based Driving Licences and Registration Certificates of vehicles on BOOT model for five years.
3.	Address for obtaining and submission of Bid documents.	Office of The Transport Commissioner Computer Centre 1 st Floor Garage Block Ezhilagam Chennai-600 005. Tele :044-28582977 Telefax :044-28412244 E-Mail :sta@tn.nic.in Website : www.tn.gov.in/sta www.tenders.tn.gov.in Bid documents may also be downloaded from the above websites.
4.	Earnest Money Deposit	Rs.10 lakhs
5.	Cost of Bid documents	Rs.5,200/- (Rupees Five Thousand and

		two hundred only) (Rs.5,000/- towards the cost of Tender Schedule plus Rs.200/- VAT @ 4%) by way of two separate crossed Demand Draft drawn in favour of "The Transport Commissioner, Chennai-600 005" Payable at Chennai.
6.	Sale of Bid documents	From 28/06/2010 to 11/08/2010 on all working days from 10.00 am to 5.45 pm
7.	Last date & time of submission of Bids	12/08/2010 upto 5.00 pm.
8.	Opening of Technical Bids	12/08/2010 at 5.30 pm
9.	Validity of Bid	180 days

Note:- If Bid documents are required to be sent by registered post, an amount of Rs.250/- is to be paid; additionally and in such case the Transport Department will not be responsible for any postal delay or otherwise for non-receipt/non delivery of the Bid documents.

2. The Bid documents can also be downloaded from the following websites www.tn.gov.in/sta and www.tenders.tn.gov.in free of cost. The eligibility criteria and other terms and conditions as per the Bid documents have to be followed strictly.

The undersigned reserves the right to reject any or all Bid without assigning any reasons therefor.

The Bid Documents obtained from the Department are not transferable.

TRANSPORT COMMISSIONER.

SECTION – II

GUIDELINE INSTRUCTIONS TO BIDDERS ON TENDER SPECIFICATIONS

A. INTRODUCTION

1. BACKGROUND

The Transport Department enforces and administers the provisions of The Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989, Tamilnadu Motor Vehicles Rules, 1989, Tamilnadu Motor Vehicles Taxation Act, 1974, Tamil Nadu Motor Vehicles Rules, 1974 and several other related minor Acts and Regulations.

These functions are carried out at 61 Regional Transport and 49 Unit Offices.

In pursuance of the above objectives, the Transport Department invites proposals from interested Bidders for the preparation of Smart Card based Driving Licences and Registration Certificates on BOOT model for 5 years.

The Department has been issuing Smart Cards in three Regional Transport Offices on pilot basis. Now it is proposed to extend this project to all Regional Transport Offices (58) and Unit Offices (49) in TamilNadu.

(a) Permanent Driving Licences.

Smart card based Driving Licenses will be issued on receipt and approval of applications for issue of Fresh, Renewal and Duplicates of Driving Licences.

Details of the number of Fresh, Renewal and Duplicate Driving Licences issued by Licencing Authorities in the State are given in Annexure-1.

(b) Registration Certificate of Vehicles.

Smart card based Registration certificates will be issued for New, Re-registration, Renewal of fitness, Transfer of ownership, Change of address, for duplicate copies of Registration Certificates and other endorsements.

Details of the number of New, Renewal and Duplicate of Registration Certificates issued so far by Regional Transport Offices/Unit Offices are given in Annexure-2

In order to ensure inter-operability of Smart card based Driving Licences and Registration Certificates across the country, the standard specifications called SCOSTA (Smart Card Operating System for Transport Applications) have been developed and set out by NIC, New Delhi.

The SCOSTA includes

1. Smart Card data format standardization and application standardization
2. Operating System specifications for Transport Applications
3. Countrywide Symmetric Key management System
4. Certificate of Compliance to defined standards and application requirements of Smart Cards.

2. DESCRIPTION OF THE CURRENT SYSTEM

(a) Permanent Driving Licences

After completion of training / practicing for the minimum required period, one can appear for the test of competence for which the prescribed application in form 4 has to be submitted with the relevant test of competence fee of Rs.50/-per class of test. The applicant should satisfy the Testing Officers by trial driving tests for the vehicle of the appropriate class, competently.

After the tests, if the applicant is declared fit for issuance of a License, he/she has to appear before the Licensing Authority who will issue appropriate orders granting the License, or refuse it if not qualified. The applicant who passes the test has to pay the prescribed fee of Rs.200/- for the License and submit the application to the Licensing Section. The concerned section then assigns the Driving Licenses number and prepares the document for license of the class, for which the applicant has been declared passed. The section also maintains the records. The fee for either addition of another class of Motor Vehicle to the Driving Licences or renewal of the Driving Licences or issue of a Duplicate Copy of Driving Licence is also Rs.200/-.

At present 61 Regional Transport Offices, 49 Unit Offices issue the licences on the system using 'Vahan' and 'Sarathi' software provided by NIC.

Out of the 61 Regional Transport Offices, 3 Regional Transport Offices Namely Regional Transport Office Chennai (South), Cuddalore and Sivagangai have already started

issuing Smart card based Driving Licences and Registration Certificates.

Specimen copies of the application for Driving Licence in Form 4 and application for renewal in Form 9, as per Motor Vehicles Act 1988 and Rules made there under are given in Annexures 22 and 23.

(b) Procedure for issue of Registration Certificate.

After selling the vehicle to the Buyer, the Dealer should enter all the vehicle details in the "vahan" screen and upload for the attention of the concerned Regional Transport Office/Unit Office. The concerned Regional Transport Offices will download the details and process the applications. The dealer shall produce the vehicle before the Registering Authority for inspection thereafter. After inspection of the new vehicle, if it complies with the requirements of the Motor Vehicles Act and Rules made there under, a registration number will be assigned by the Registering Authority to the vehicle on the same day.

A specimen copy of the application for Registration Certificate in Form 20 as per Motor Vehicles Act 1988 and Rules is given in Annexure 21.

3(i) The proposed system

- a. The Driving Licenses and Registration Certificates should be printed in the form of a **smart card** as per rules 16(2) and (3) of the Central Motor Vehicles Rules, 1989.
- b. The information printed on the Driving Licenses shall be in Form-7 and Registration Certificates shall be in Form 23(A) of the CMV Rules 1989 (Specimen forms are given in Annexure 19 and 20).
- c. The Smart Card chip shall also store the record of offences committed and penalties imposed on the license holder, in addition to the data made compulsory by Motor vehicles Act 1988 and Rules made there under.
- d. The System shall require presence of the applicant at the time of the preliminary test, and also at the time of competence test.
- e. At the time of collection of the license issued, to eliminate unauthorized intermediaries, the Licensees should appear in person or authorize in writing their bona-fide representatives to receive it on their behalf.
- f. The system shall work on the 'Vahan' and 'Sarathi' software in 'front end' and SQL database 'in backend', as provided by NIC. Whenever there is any change in the application

software, the vendor should make suitable provisions for such changes.

The period of contract will be **five years** under BOOT model for implementation of smart card based Driving Licenses and Registration Certificates in 58 Regional Transport Offices and 49 Unit Offices.

3(ii) Objectives

The new system envisaged for printing of Driving Licenses /Registration Certificates on smart cards model is aimed at:-

- a) Making the Smart card for Driving Licenses and Registration Certificates durable
- b) Making them fool proof and impossible to forge
- c) Ensuring better enforcement of Rules and maintaining a trail by the detection authorities
- d) Ensuring linkage with the central database accessible to the enforcement authorities
- e) Minimizing the time taken for processing of applications and delivery of the documents.

4. Cost of Bid

The Bidder shall bear all costs associated with the preparation and submission of Bid, including cost of presentations for the purpose of clarification of the Bid. The Department will in no way be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

B. THE BID DOCUMENTS.

5 . Content and preparation of the Tender Bid Document

The Tender procedure and Contract terms are prescribed in the Tender Documents. In addition to Section-I – invitation for Bids, the Tender Documents includes the following:

- i. Guidelines to Bidders (Section II)
- ii. Scope of Work (Section III)
- iii. General conditions of the Tender (Section IV)
- iv. Schedule of requirements (Section V)
- v. Technical specifications (Section VI)
- vi. Bid form and price schedules (Section VII)
- vii. Contract form(Section VIII)
- viii. Proforma of bank guarantee (Section IX)
- ix. Performance Statement(Section X)

- x. Contact Name and Address(Section XI)
- xi. Forms for Driving Licence and Registration Certificate(Section XII)

List of Annexures-

- i. Driving License details Regional Transport Office wise (Annexures-1 & 1a)
- ii. Registration Certificate details Regional Transport Office wise(Annexures-2 & 2a)
- iii. Technical Specifications (Annexure- 3)
- iv. Bid form (Annexure- 4)
- v. Pro-forma Price Bid (Annexure-5)
- vi. Form of Agreement (Annexure-6)
- vii. Performance Bank Guarantee(Annexure-7)
- viii. Pro-forma for Firm's Description (Annexure-8)
- ix. Pro-forma for Firm's Experience (Annexure- 9&10)
- x. Manufacturer's Authorization form (Annexure-11)
- xi. Pro-forma of the Banker's Certificate of funds available for investment (Annexure-12)
- xii. Pro-forma for Bidder Authorization Certificate (Annexure-13)
- xiii. Technical Consultant(Annexure-14)
- xiv. Online Inventory Management System(Annexure-15)
- xv. Pro-forma for Consumables (Annexure-16)
- xvi. Technical presentation (Annexure-17)
- xvii. Contact Name and Address (Annexure-18)
- xviii. Forms for Driving Licenses and Registration Certificates are given in Annexure 19-23

The Bidder is expected to examine all the instructions, forms, terms and specifications in the Bid Documents. Failure to furnish full information required in the Bid Documents will be declared as adequately not responsive to the Bid Documents in every respect will be at the Bidder's risk and may result in rejection of the Bid.

6. Amendments to the Tender Document

At any time prior to the last date for receipt of Bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Documents by amendments.

These amendments will be notified in writing or by fax or by cable and by e-mail to all prospective Bidders who have received/downloaded the Tender Documents and will be binding on them.

Therefore prospective Bidders who download the tender documents are requested to keep the Department informed of their address details and intension to Bid, to facilitate communication.

In order to afford prospective Bidders reasonable time to take the amendments into account in preparing their Bids, the Department, may, at its discretion, extend the last date for the receipt of Bids.

C. PREPARATION OF BIDS

7. Language of the Bid

Bidders are required to furnish all information and documents as called for in these Documents, in English Language. Any printed literature furnished by the Bidder may be in another language, provided that such literature is accompanied by an English translation, in which case, for the purpose of interpretation of the document, the English version, duly authenticated, will prevail.

8. Documents comprising the Bids

The Bids prepared by the Bidders shall include the following components

- (i) Earnest Money Deposit furnished.
- (ii) Samples of the printed cards (5 copies each) as per the specifications in Annexure 3 of the tender documents.
- (iii) Documentary evidence of constitution of firm such as Memorandum and Articles of Association, Partnership Deed, etc., with details of Name, Address, Telephone Number, Fax Number, E-mail Address of the Bidder firm and of its Managing Director / Partner / Proprietor dealing with the Bid.
- (iv) Authorization of a senior responsible officer of the Bidder to transact business.
- (v) Balance Sheet and profit and loss account audited and signed by a registered Chartered Accountant to confirm compliance with the eligibility criteria.
- (vi) Financial capability certificate signed by a registered Chartered Accountant or bank to ascertain compliance with the eligibility criteria.
- (vii) Qualifying data duly filled in as per relevant Pro-forma and Annexure provided in the Bid proposal form along with documentary evidence for the eligibility criteria in

- Section-II, that the Bidder is eligible to Bid and is qualified to perform the Contract if the Bid is accepted.
- (viii) As per the specifications provided in the Pro-forma, a list of PCs, hardware, Smart card printers capable of printing on both sides, cameras, Smart Card readers and writers, signature scanners, thumb impression scanners, UPS units, net cabling , display board etc to be supplied to each Regional Transport Office /Unit Office.
 - (ix) Details of Manufacturing facilities and capacity with details of highly secured features
 - (x) Operational plan indicating data exchange between Department and the time frame contemplated for the supply of printed Driving Licenses and Registration Certificates
 - (xi) Technology proposed to be used
 - (xii) Site improvisation plans for infrastructure
 - (xiii) Photocopies of Letter of awards, attested certificates granted on satisfactory completion of other similar works from their clients
 - (xiv) Sales Tax registration certificate
 - (xv) Companies registration certificate
 - (xvi) Crisis management Plan (Data Retrieval Plan)
 - (xvii) Income Tax Certificate
 - (xviii) Brief outline for Technical Presentation by the Bidder.

9. Bid Form

The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bid documents, with price details.

10. Bid Prices

The Bidder shall indicate on the Price Schedule the unit prices and total Bid price for Smart Cards inclusive of all goods and services proposed to be supplied under the Contract. The Bidder should not make any deviations from the terms and conditions of this Bid documents. The Bidder should furnish a certificate of no - deviation along with the Bid. The Bid shall be unconditional and no partial/deficient Bids are acceptable.

11. Bid Currencies

Prices shall be quoted in Indian Rupees

12. (i) Eligibility criteria

The Bid is open to all eligible Tenderers who meet the following requirements

1. The Bidder/any one of the partner in case of a Consortium should have a valid SCOSTA certificate in its own name, issued by NIC, for 64 KB contact based smart cards manufactured from its own manufacturing plant situated within the geographical boundaries of India.

[A valid SCOSTA Certificate issued by NIC in its own name should be submitted before the date of opening of price Bids.]

2. This smart card manufacturing facility should have been in operation for at least one year with reference to the tender opening date. The manufacturing facility should include Security Printing, Lamination and Embedding; and should be a highly secured facility certified by VISA or MASTERCARD.
3. The Bidder/all the members of the Consortium should have **positive net worth**, for the last three financial years (2007-08, 2008-09, 2009-2010)
4. The Bidder/any one of the partner in case of a Consortium should have had a minimum turnover of **Rs.25 crores** in any one of the last three financial years i.e. 2007-08, 2008-09 and 2009-10.
5. The Bidder/any one of the partner in case of a Consortium should have had a experience in execution of **at least one project for supply and personalization of Smart Cards** (manufactured from its own manufacturing units in India) in ID domain for **Transport Department** in any of the States in India, in any of the last three financial years i.e., 2007-08, 2008-09 and 2009-10. Work orders in the name of the Bidder/consortium partners have to be submitted as proof.
6. The Bidder/any one of the Partner in case of Consortium should have supplied SCOSTA based smart cards manufactured from its own manufacturing units in India for at least one Driving Licenses / Registration Certificates project in any one of the States in India.
7. The Bidder/any one of the Partner in case of Consortium should have had a minimum experience of two years for supply of at least 10 lakh SCOSTA based

smart cards (non GSM) manufactured from its units in India.

8. The Bidder/all the members of a Consortium should possess their latest/current Income Tax Clearance Certificates or Certificates by Chartered Accountants for having duly filed the return to the Income Tax Department. The Bidder should also give a detailed work plan and methodology for implementation of the SCOSTA based smart card.
9. To verify the security facilities in the plant, production capacity etc.
 - After technical evaluation of Bids a committee constituted for the purpose of site visits, will visit the sites of the technically responsive Bidders.
 - The technically responsive Bidders should give detailed Technical presentations on the project execution plan as per Annexure -17.

After site visit and technical presentations, the price Bids of the technically responsive Bidders will be opened.

13. Earnest Money Deposit

The Bidder shall furnish as part of its Bid, Earnest Money Deposit of Rs 10 lakhs.

The Earnest Money Deposit is required to protect the Department against the risk of Bidders' conduct which would warrant forfeiture of the Earnest Money Deposits.

The Earnest Money Deposit shall be denominated in Indian Rupees and shall be in the form of crossed demand drafts issued by any Nationalized Bank in favor of the 'Transport Commissioner, Chennai 600 005' payable at Chennai.

Any Bid submitted without the EMD will be rejected by the Department as non-responsive.

Unsuccessful Bidder's Earnest Money Deposit will be discharged/returned as promptly as possible but not later than 30 days after the declaration of award of the contract.

The Successful Bidder's Earnest Money Deposit will be discharged upon the Bidder executing the agreement and furnishing the performance guarantee.

No interest will be payable by the Department on the amount of Earnest Money Deposit.

The Earnest Money Deposit may be forfeited

(a) If a Bidder withdraws his Bid during the period of Bid validity specified by the Bidder in the Bid documents

or

(b) In the case of the successful Bidder, if the Bidder fails

(i) to sign the Contract

OR

(ii) to furnish performance security

OR

(iii) if the Bidder indulges in corrupt or fraudulent practices to secure the award of contract in his/their favor.

14. Period of Validity of Bids

Bids shall remain valid for 180 days after the date of opening of Technical Bids prescribed by the Department. A Bid valid for a shorter period may be rejected by the Department as non-responsive.

In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or fax or e-mail). The validity of Earnest Money Deposit shall also be suitably extended. A Bidder may refuse the request without forfeiting its Earnest Money Deposit. A Bidder granting the request will neither be required nor permitted to modify its Bid.

15. Format and Signing of Bid

The Bidder shall prepare the Technical Bid and Price Bid.

The Bids (both Technical Bid and Price Bid) shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The letter of authorization shall be evidenced by a notarized power-of-attorney accompanying the Bid. All pages of the Bid, except for un-amended printed literature, shall be initialed by the person or persons signing the Bid. The signatures shall be dated.

The Bids shall contain no interlineations, erasures or overwriting except as necessary to correct the Bid in which case such corrections shall be initialed by the person or persons signing the Bid.

16. Revelation of Prices

Bid prices in any form or by any reason should not be revealed in the Technical Bid, or before opening of the Price Bid; in default which the offer shall be liable to be rejected.

D. PROCEDURE FOR SUBMISSION OF BIDS

17. It is proposed to adopt the Two cover system for this Tender

- (a) Technical Bid (Original Bid and a copy of the Bid in two separate sealed covers) enclosed in one single outer cover.
- (b) Price Bid in one separate sealed cover

(c) Each copy of the Technical Bid of the Tender should be placed in a separate sealed cover super scribing the words "**BID FOR SMART CARD-Technical Bid**", It should be addressed to ;-

The Transport Commissioner,
Ezhilagam, Chepauk, Chennai-600 005.

<p>BID FOR SMART CARD DL/RC - TECHNICAL BID</p> <p>TO The Transport Commissioner, Ezhilagam, Chepauk Chennai-600 005.</p> <p>Tele. - 044- 28520682 Telefax . 044-28412244</p> <p>FROM (NAME AND ADDRESS OF THE BIDDER)</p>

Name and full address of the Bidder shall be inscribed on the left-hand bottom corner of the envelope.

Please note that prices should not be indicated in the Technical Bid.

(d) Each copy of **Price Bid** of the Tender should be placed in a separate sealed cover super scribing the words "**BID FOR SMART CARD - Price Bid**", It should be addressed to-

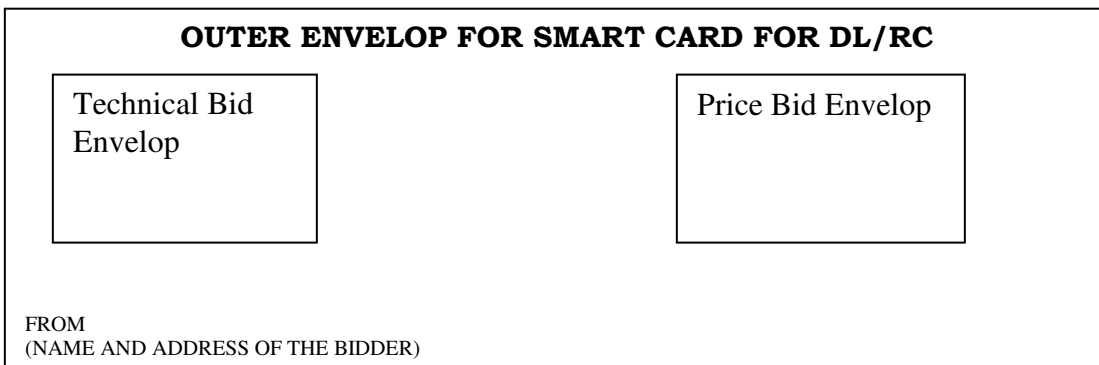
The Transport Commissioner,
Ezhilagam, Chepauk Chennai-600 005.

<p>BID FOR SMART CARD FOR DL/RC - PRICE BID</p> <p>TO The Transport Commissioner, Ezhilagam, Chepauk Chennai-600 005.</p> <p>Tele. - 044- 28520682 Telefax . 044-28412244</p> <p>FROM (NAME AND ADDRESS OF THE BIDDER)</p>

Name and full address of the Bidder shall be inscribed on the left-hand bottom corner of the envelope.

Price Bid should only indicate Prices (Item wise for Driving Licences and Registration Certificates)

- 17.1 The Technical Bid in one cover and the Price Bid in another cover shall be sealed in separate envelope and should be kept in an outer envelope for submission. This outer cover shall be superscribed as follows



- 17.2 The covers thus prepared should also indicate clearly the name and address of the Bidder.
- 17.3 The Bidders shall seal and mark the Technical Bid and Price Bid in separate inner envelopes duly marking the envelopes as "**Original Bid**" and "**Copy Bid**". He shall then place these two inner envelopes in an outer envelope.
- 17.4 Telex, cable or facsimile Bids will be rejected. If the outer cover of the Bid is not sealed and marked in, the Department will assume no responsibility for the Bid's misplacement or premature opening.

18. Last Date for Receipt of Bids

All Bids must be received by the Department at the address specified above not later than the time and date specified in Notice Inviting Tender. In the event of the specified date for the receipt of Bids being declared a holiday the Bids will be received upto the appointed time on the next working day.

The Department may, at its discretion extend the last date for a receipt of Bids by amending the Tender Document, in which case all rights and obligations of the client and Bidders previously subject to the last date will thereafter be subject to the last date extended.

19 . Late Bids

Any Bid received by the Department after the specified date and time for closing indicated in clause 18 above will be rejected and returned unopened to Bidder.

20. Modifications and Withdrawal of Bids

- 20.1 The Bidder may modify or withdraw its Bid after submission of Bid provided that written notice of the modification or withdrawal is received by the Department prior to the last date and time prescribed in the Notice Inviting Tender for the receipt of Bids.
- 20.2 The Modification or withdrawal notice from Bidder shall be prepared, sealed marked and despatched in accordance with the provision, prescribed. A withdrawal notice may also be sent by fax or cable but should be followed by a signed confirmation copy, post marked not later than the last date and time for receipt of Bids.
- 20.3 No Bid may be modified subsequent to the last date and time for receipt of Bids.
- 20.4 No Bid may be withdrawn in the interval between the last date for receipt of Bids and the expiry of the Bid validity period specified by the Bidder in the Bid. Withdrawal of a Bid during this interval may result in forfeiture of the Bidder's Bid security deposit.

21. Address for correspondence

The Bidder shall designate their official mailing address and place to which all correspondence shall be sent by the Department.

E. BID OPENING AND EVALUATION

22. Opening of Bids by the Department

- 22.1 The Department will open the Technical Bid of the Bidder in the presence of their authorized representatives who choose to attend at the time prescribed in the Notice Inviting Tender at the following location

Office of the Transport Commissioner, Ezhilagam, Chepauk, Chennai-5.

- 22.2 The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of the Bid opening being declared a holiday for the *Department*, the Bids will be opened at the appointed time and location on the next working day.
- 22.3 In the absence of The Bidder's names, modification, Bid withdrawals and the presence or absence of the requisite Bid Security and such other documents, the Department, at its discretion, may consider appropriate steps which will be announced at the opening of Technical Bid.
- 22.4 The **"Price Bid" (Cover B)** will be opened after evaluation of **"Technical Bid" (Cover A)**, in the presence of the representative of the technically qualified Bidder, authorized in writing .

23. Preliminary Examination

- 23.1 The Tender Inviting Authority will cause an initial examination of the tenders submitted, to determine their substantial responsiveness.
- 23.2 The initial examination will cover the following among other factors, namely-
- (i) Whether the Bidder meets the eligibility criteria as laid down in para 12 in the tender documents.
 - (ii) Whether all the crucial documents have been duly signed.
 - (iii) Whether the requisite earnest money deposit has been furnished as prescribed in Para. 13.
 - (iv) Whether the tender is sufficiently responsive to the Technical Specifications, Price Conditions set out in the Bid documents, including the testing of samples where required.
 - (v) Tenders which on initial examination are found not to be adequately responsive under any of the clauses, will be rejected by the Tender Accepting Authority.

24. Evaluation and Comparison of Bids.

The Department shall constitute a Technical Evaluation Committee and a Price Evaluation Committee especially for this Tender. The Technical Committee will evaluate the Technical Bids, previously determined to be substantially responsive, to find out the eligibility, technical suitability and competence of a Bidder to perform the Contract.

The important parameters for Technical evaluation of the Bidders include

- a. The Bidder meets all the eligibility criteria laid down in the conditions of Tender Document
- b. The EMD is submitted along with the tender
- c. All Proforma and Annexures attached to the Tender document are duly complied with/filled in.
- d. The Samples of Smart cards
- e. A valid SCOSTA Certificate for manufacturing of Smart Cards issued by NIC in its own name
- f. Financial capability certificate signed by a registered Chartered Accountant or a Nationalized Bank, to ascertain compliance with the eligibility criteria.

After Technical Bids are opened and evaluated, a chart of short listed Bidders will be prepared by the evaluation committee constituted for the purpose. The decision of the committee shall be final and binding on the Bidders.

25. Clarification

The Tender Inviting Authority or the Tender Accepting Authority may seek bonafide clarifications from Bidders relating to the Bid submitted by them, during the evaluation of tenders. The Department, may, if it desires, ask the Bidders to give presentations for the purpose, as also for the preparation of documents and other meetings, the cost of which shall be borne by the Bidders.

26. Contacting the Department

No Bidder shall contact the Department on any matter relating to its Bid, from the time of the Bid opening to the time of award of the Contract.

Any effort by a Bidder to influence the Department's Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bid and forfeiture of EMD amount.

27. Determination of the lowest evaluated price

In determining the lowest evaluated price, the following factors shall be considered, namely

- a) The quoted price shall be corrected for arithmetical errors
- b) In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered
- c) The evaluation shall include all central duties such as customs duty, central excise duty, sales tax and/or service tax, as a part of the prices.
- d) The Bidders will be asked to quote their unit rates for Driving Licenses and Registration Certificates preparation separately for the approximate quantity indicated for a period of 5 year period indicated in the price Bid format.
- e) The grand total value quoted by the Bidder shall be taken as the selection criteria for determining the lowest rate, irrespective of individual lowest rate separately for Driving Licences and Registration Certificates.
- f) The Bidder shall quote for both Driving Licences and Registration Certificates.
- g) Any partial offer such as amount quoted for Driving Licences without providing quotation for Registration Certificates will be rejected as non responsive.
- h) In a tender where all the Bidders are from within the State of TamilNadu or where all the Bidders are from outside the State of TamilNadu, the sales tax shall be **included** for evaluation of the price.
- i) In a tender where the Bidders are both from the State of TamilNadu as well as from outside the State of TamilNadu, the sales tax under the TamilNadu General Sales Tax Act 1959(Tamilnadu Act 1 of 1959) shall be **excluded** for the Bidders from the state of TamilNadu and **added** for the Bidders from outside the State of TamilNadu, for evaluating prices.

28. Firm Prices

Prices quoted must be firm and final and shall remain constant throughout the period of contract.

F. AWARD OF CONTRACT

29. Award Criteria

The Department will award the Contract to the successful Bidder whose Bid has been determined to be adequately responsive and has been determined as the lowest evaluated Price Bid.

30. Department's right to reject any or all Bids

The Department reserves the right to annul the Tender process and reject any or all Bids at any time prior to the award of Contract, without thereon incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Department's action.

31. Notification of Award

31.1 Prior to the expiration of the period of Bid validity, the Department will notify the successful Bidder in writing by registered letter or telex or fax or e-mail to be confirmed in writing by registered letter that its Bid has been accepted.

31.2 Upon the successful Bidder's furnishing of performance guarantee, the Department will discharge its Earnest Money Deposit.

32. Signing of the Contract

At the same time as the Department notifies the successful Bidder that its Bid has been accepted, the Department will send the Bidder the forms of agreement incorporating all agreements between the parties.

The successful Bidder shall sign the agreement upon furnishing the performance guarantee as detailed in Clause 34 below and return it to the Department within 15 days of receipt of the form of agreement.

33. Performance Guarantee

The successful Bidder shall furnish the performance guarantee in the form of demand draft or bank guarantee for Rs.5 crores within 15 days of the receipt of notification of the award from the Department(as per pro-forma in Annexure 7).

Failure of the successful Bidder to comply with the requirements specified in the Tender document shall constitute sufficient grounds for the annulment of the award and forfeiture of the Earnest Money Deposit, in which event the Department may grant the award to the next lowest evaluated Bidder or call for new Bids at its discretion.

SECTION III **SCOPE OF WORK**

34. Scope of work

The period of contract is for **five years** under BOOT model for implementation of smart card based Driving Licenses and Registration Certificates in 58 Regional Transport Offices and 49 Unit offices.

The estimated number of cards to be printed is 140 lakhs in case of Driving Licenses and 200 lakhs in case of Registration Certificates.

All New and existing Driving Licenses and Registration certificates should be printed within 5 years from the date of commencement of operations.

The role of the Contractor would be to provide Smart Card based Driving Licenses and Registration Certificates. In order to do this, the Contractor would be required to undertake the following

- 1) Provision of hardware and smart card infrastructure as per the specifications provided in Annexure- 3.
- 2) Printing of Smart Card based Driving Licenses and Registration Certificates.
- 3) The smart card personalization (initialization, writing and printing) will be done at the offices of the Regional Transport Officers. It will be the responsibility of the Bidder to personalize the card and then give the same to the concerned authority for its activation.
- 4) Daily, at day end of all working days, replication of the databases and consolidation and preparation of daily MIS reports.
- 5) The Contractor shall co-ordinate with NIC for Interfacing of "**VAHAN**" and "**SARATHI**" software with the customized software of the Contractor for personalization of Smart Cards.
- 6) Liaison with TNSWAN operator for ensuring connectivity between field offices of the Transport Department and State Data Centre.
- 7) Liaison with the Common Service Centers (CSC) operator/other agencies as appointed by the Transport Department for ensuring timely delivery of Services.

35. Task I: Initial Preparations

1. Site Preparation

The Contractor shall improvise the site at all the Transport Offices mentioned in Annexure 18 in order to undertake the work of printing and personalization of Driving Licenses and Registration Certificates on Smart cards.

2. Provision of Hard ware

- a) The Contractor shall install Servers, Desktops, Smart Card Printers, Smart Card Readers/terminals, scanners, finger print scanners, image capturing devices, biometric devices for thumb impression and 'front end' and 'back end' software for processing of applications and printing of smart cards of Driving Licenses and Registration Certificates.
- b) The Hardware shall include computer infrastructure, networking equipment, communication devices, UPS systems, Generator etc. The Hardware procured by the Contractor shall be new and from reputed branded companies. Specifications of the above items are furnished in Annexure 3.
- c) The site preparations, hardware and software installations have to be executed within six months in all offices simultaneously. The details of an implementation schedule should be submitted along with the tender.
- d) Minimum of one computer, two Smart card printers as per the specification provided in Annexure-3 and one trained person have to be provided in each of the site for every 100 smart cards to be issued per day.
- e) Apart from the requirements mentioned in 2 above the following Client machines shall be provided by the contractor for activation of smart cards
 - (i) One PC with 3 Smart card Readers for activation of Registration Certificates related transactions.
 - (ii) One PC with 3 Smart card Readers for activation of 'sarathi' transactions.

- (iii) Two PC with web camera, Biometrics Signature pad for capturing photo, Signature and Thumb.
 - (iv) One PC for processing and printing Smart cards with at least two Smart card printers with capability for single and Dual-sided printing
 - (v) One laser jet printer for printing invisible Portions of the Smart Card and also for preparing MIS Reports.
- f) The Contractor shall deploy the necessary manpower in each site to print the Driving Licenses and Registration Certificates as per the requirement of each office, according to the number of smart cards to be issued.
- g) **Printing speed:-** 25 cards should be printed per hour. It should be capable of printing continuously for 5 hours. Spare printer should be kept readily to avoid interruption of work

3. Maintenance

The Contractor shall carry out the following procedures for preventive maintenance and breakdown maintenance at such intervals as given in the technical requirement document of each component.

BACKUP: Taking regular system backup and data, backups as per the prescribed procedure in DVDs/CDs and external hard disks.

4. Consumables

The Contractor shall be required to periodical supply of consumables such as printer ribbons/cartridges, papers and other Stationery to each of the Regional Transport Offices/Unit Offices and Office of the State Transport Authority.

- (i) Cartridges and / or ribbons for printers. It is important to note that the vendor will replenish the empty cartridges with original and new cartridges. In no circumstances substandard/refill cartridges should be used.
- (ii) Compact Discs(CDs), DVDs and other external storage devices to be provided.
- (iii) In the case of utilities like electricity, telephone, generator fuel, generator operator, UPS units with battery etc. The Contractor shall pay for the electricity

bills based on readings of separate sub-meters to be installed by him.

- (iv) Consumable inventory management would be done online, through a system which would be known as Online Inventory Management System (OIMS) (Proforma-11). The customized software has to be developed by the Contractor. The details of consumables are provided in Proforma-13.

36. Technical consultant

Apart from the man power provided in each smart card centre, a Technical Consultant for each District should be deployed in order to provide technical assistance to the staff of the smart card Contractor. The Technical Consultant is responsible to give technical support to avoid any break down occurring in the smart card process in any of the offices in the respective District. He should act as a break down squad and put the system to functional use within 6 hours in time.

The Contractor shall procure, install and commission Electronic display so that the applicant may ensure the correctness of the details to be printed in the Smart Cards and carry out corrections, if any, pointed out by the applicant.

37. TRAINING

Periodic training on smart card system shall be given to staff of the Transport Department regarding interface of the software, printing and personalization, so that the transfer of operations is a smooth process and take over does not create any hurdle in operations of the computerized Centre

The estimated numbers of Department personnel that are required to be trained for each office are 25 for Regional Transport Office/10 Unit Office.

38. Task II Printing of fresh Driving Licenses cards and Registration Certificates in the premises of the Regional Transport Offices /Unit Offices .

- i. The Contractor shall obtain the data from the server, do capturing of photo, signature, thumb impression etc. After verifying the genuineness of records, the Contractor shall print the Driving Licenses and Registration Certificates in the prescribed format. After printing, the card will be sent for activation by the Department staff and the activated smart cards to be handed over to the

applicant within the time limit prescribed. The MIS reports in this regard should be uploaded to the Departmental Server on daily basis.

- ii. The Contractor shall submit to the Transport Commissioner periodical reports of the blank cards supplied to the Regional Transport Offices /Unit Offices. The Contractor should at any point of time have 1000 blank cards as stock in order to carry on the work without any interruption.
- iii. The Contractor shall maintain and upgrade the hardware and software so as to increase efficiency and speed of the systems.
- iv. The Contractor shall maintain necessary backup of the database.
- v. Printing should be error-free.

39. Converting of existing (legacy) Driving Licenses and Registration Certificates into Smart Cards in 35 District Centers

All legacy data collection and storage (conversion of existing Registration Certificates and Driving Licenses into smart cards) shall be executed in a separate center outside the premises of Regional Transport Offices /Unit Offices in each District. There will be two centers for Chennai, Madurai and Coimbatore districts and one centre for each remaining districts.

The data relating to conversion will be obtained from Regional Transport Offices and Unit Offices in the respective Districts by external storage device or sharing of data from the Regional Transport Offices' servers by Virtual Private Network / TNSWAN whichever is in practice. The data obtained will be transferred to the contractor's computer server for printing the Smart Cards. After printing, the cards will be sent for activation by the Department and the activated smart cards shall be handed over to the applicants within the prescribed time limit .

If any data relating to the Registration Certificates and Driving Licenses are not available/ partially available in the main Server of the Regional Transport Offices /Unit Offices, the contractor has to have provision for making data entry for this purpose.

40. Site preparation for District Centre

The Contractor shall prepare the site at each of the ... District centers at his own cost. The Contractor shall carry out the civil works at the site which would broadly comprise of

1. Server Room

- a) Vinyl flooring
- b) False ceiling
- c) Necessary electrical fittings
- d) Erection of partition walls/doors for the rooms

2. Other places where Computer systems are to be installed

- a. Procurement and erection of modular table.
- b. Necessary electrical fittings and LAN cabling

The suggested site preparation items are indicative in nature and may vary depending upon the overarching needs of the sites and the installation plan to be prepared as per the draft agreement.

The Contractor shall supply and install computer systems, support facilities and training and project monitoring infrastructure at the sites in the respective Districts. The Technical specifications of computer systems and quantity for the computer systems that would need to be supplied and installed have been furnished in Annexure-3.

The sites/offices should be maintained and kept neat and clean by the contractor.

41. Provision of LAN connectivity

The Contractor shall deploy necessary computer peripherals to administer the **LAN** and maintain it.

42. Features of the Smart Card

- i. The Smart Card shall comply with the prevailing National Standards for Driving Licenses and Registration certificates and should last for a period of 15 years. The printed information on the card should be clearly legible for the entire period and should comply with standards as in annexure 3 of the Standards
- ii. Specifications for Driving License/Registration Certificate Cards, Endorsing authority Cards, Reviewing Authority Cards, key

- generation Authority Cards and readers should comply with the 'Reference Technical Specifications' as in Annexure 3
- iii. The Smart Card shall resist damage to its surface and shall remain active during normal use, storage and handling
 - iv. The Smart Card should contain the matter prescribed in Form 7 and Form 23 of CMV Rules, 1989 and any other information prescribed by the Department. There could be printed/coded information on both the sides after Smart Card.
 - v. The Driving licenses / Registration Certificates shall be printed with the ghost image as a security feature
 - vi. An image of the logo prescribed by the Department shall be incorporated in the design of the Card

43. ARCHITECTURE OF THE SOLUTION

- i. The architecture of the solution should be based on open source, inter-operable standards and shall not be based on any proprietary systems or packages. More specifically, the operating systems, the system software and RDBMS packages, the networking operating systems, the protocols, the APIs shall conform to open standards. The architecture should be proven to be highly scalable and capable of delivering high performance in varied field conditions without loss of data.
- ii. The architecture should be able to interface with the existing applications of the Department for the services, with marginal customization wherever required. In other words, the user-interface in respect of the application shall be as defined by the Department.
- iii. To the extent permitted by the over-all architecture, Internet technologies may be deployed for easy scalability, reliability and cost-effectiveness.
- iv. The architectural and design features shall enable adoption of multiple delivery channels at the customer end, internet kiosks, cellular phones (WAP enabled) and ATMs.
- v. The Contractor shall incorporate all such features as required by the Department for its information and management. These could be in the form of accounting, transaction files, log files and any other statistical reports. The Contractor shall develop a module for verifying the data for preparing the Management Information System for Regional Transport Offices /Unit Offices of the Transport Department, reconciling the transactions at Regional Transport Offices /Unit Offices and a program for centralized verification.

vi. Any Bidder willing to undertake site visits for familiarization with site conditions may do so. For any guidance/assistance in this respect, Bidders may contact Joint Transport Commissioner(RS). All costs towards site visits, conference and submission of documents shall be borne by the Bidders themselves.

SECTION IV: GENERAL CONDITIONS OF CONTRACT

44. DEFINITIONS, ABBREVIATIONS AND INTERPRETATIONS

In this Bid, the following terms shall be interpreted as indicated:

- 1) **"Act"** shall mean The Motor Vehicle Act, 1988, the TamilNadu Motor vehicles Act 1989 and The Tamil Nadu Motor Vehicle Taxation Act, 1974 as amended from time to time.
- 2) **"Agreement"** " " means the agreement entered into between the Department and the Bidder as recorded in the contract form signed by the Department and the Bidder including all attachments and annexures thereto and all documents incorporated by reference therein.
- 3) **"Arbitrator"** means the person or party agreed to by both, the Authority and the successful Bidder to arbitrate in case of dispute and shall act within the provisions of the Arbitration and Conciliation Act, 1996.
- 4) **"Authority"** shall mean and include an officer of the State Transport Authority as designated by the Government of Tamil Nadu.
- 5) **"Bid"** means the complete Bid document submitted by the Bidder to the Authority or the Department and shall also include any corrections, addenda and modifications made therein.
- 6) **"Contractor"** shall mean the Bidder to whom contract is awarded.
- 7) **"Department"** shall mean the State Transport Authority, Government of Tamil Nadu.
- 8) **"Financial Capability"** means financial worthiness of Bidders as per the terms of the Bid.
- 9) **"Government"** shall mean both the Government of Tamil Nadu and Government of India as the case may be.

- 10) **"IT"** means Information Technology.
- 11) **"Invitation of Bid"** means the advertisements published in accordance with the Tamil Nadu Tender Transparency Act 1998 and Rules 2000 made thereunder.
- 12) **"Bidder"** means the Individual or Organisation participating in the Tender Bid.
- i. The Bids can be submitted by a Company individually or through a Consortium of Companies. The consortium should not have more than two partners and each consortium should have exclusive partners. No company will be allowed to participate in more than one Bid. In case it is observed that two consortiums have a common partner then both the consortium will stand disqualified and in no circumstances their Bids will be entertained.
 - ii. In case of Bids by Consortium, the companies shall have a binding Memorandum of Understanding amongst all the Companies. A Certified copy of the same attested by a Notary Public shall be attached with the Bid Document.
 - iii. One of the members of the Consortium shall be nominated and authorized, by all the members of the Consortium, as being in charge (Lead Bidder) & system integrator and this authorization shall be supported by a Power of attorney. Bid will be submitted by the Lead Bidder.
 - iv. Members of the Consortium shall be liable jointly and severally for the execution of the Project in accordance with the terms of the Bid Document and a statement to this effect shall be included in the Memorandum of Understanding.
 - v. Lead Company and or any of the Consortium members, their promoters/directors, associate companies etc., should not have been declared **(a)** willful defaulter by any Bank in India/ abroad and **(b)** black listed by any State or Central Government undertaking **(c)** not been convicted by any Court/Judicial Authority in India/abroad(like REI/SEBI etc). The Company and consortium members have to submit brief details of all the legal cases pending in any court against them/their promoters/directors/associate companies. State

Transport Authority shall be free to take a decision to accept/reject any Bid based on the view on the status of the legal cases.

- vi. The Bidder / lead Bidder in case of consortium should have registered office or branch office in the State of Tamil Nadu in operation for atleast one year with respect to the date of release of tender (proof of VAT registration has to be enclosed).
- 13) **“Lead Bidder”** shall mean the partners of a Consortium, which shall be answerable and accountable to the Government of TamilNadu and shall interface with the Government on behalf of Consortium, for the successful execution of the project for the entire agreement period.
- 14) **“Tender document”** means a set of papers containing schedule of works, rates, requirements of goods or services, technical specifications, procedure and criteria as may be prescribed for evaluation and comparison of tenders and such other particulars as may be prescribed.
- 15) **“Notification”** shall mean and include all orders, directives and intimations issued by the Government in Official Gazette.
- 16) The **“Contract price”** means the price approved by the Department on the basis of the lowest quotation offered in the Price Bid.
- 17) **“Registering Authority”** shall mean and include the authorities as defined in section 2 (37) of the Motor Vehicles Act, 1988.
- 18) **“Registration Mark”** shall mean the mark as mentioned in Sub-Section 6 of Section 41 of Motor Vehicles Act, 1988.
- 19) **“Rules”** shall mean the Central Motor Vehicles Rules, 1989, Tamilnadu Motor Vehicles Rules, 1989, Tamilnadu Motor Vehicles Taxation Rules, 1951, as amended from time to time.
- 20) **“Smart Card”** (As defined in clause (s) of rule 2 of Central Motor Vehicles Rules, 1989) means a device capable of storing data and executing commands which is a microprocessor chip mounted on a plastic card and the dimensions of the card and chip are specified in the International Organization for Standardization (ISO) / International Electro Technical Commission (IEC) 7816 specifications, as may be amended from time to time

and shall be as per the specifications contained in Annexure-3 of Bid document .

Explanation:- For the purpose of this clause, microprocessor chip shall have non-volatile rewritable memory capacity of minimum 64 Kilo Byte consisting of application data, file headers, security definitions, and a maximum of 350 bytes for Operating System Interfacing, as specified by the Ministry of Road Transport and Highways from time to time for Driving License and Vehicle Registration Certificate applications.(**SCOSTA** means Smart Card Operating System for Transport application)

- 21) **"Transport Commissioner"** shall mean the Transport Commissioner, Government of Tamil Nadu.
- 22) **"RTO"** shall mean the Regional Transport Office
- 23) **"UO"** shall mean the Unit Office under the control of respective Regional Transport Office.
- 24) **"STA"** shall mean the State Transport Authority, Government of TamilNadu
- 25) **"Acceptance of Tender"** means the letter / telex / telegram / fax / e-mail or any memorandum communicating to the Bidder the acceptance of its Tender.
- 26) **"Processing an application"** means preparations for issue of a smart card including image-capture, biometric process, electronic and physical personalization, etc. This narration should be provided for the different functions proposed to be computerized under this Bid requirement.
- 27) **"Smart Card based Driving Licence"** shall mean the Licence as defined under Section 2(10) of the Motor Vehicles Act 1988 printed on a Smart Card complying with the Specifications under Annexure-3.
- 28) **"Smart Card based Registration certificate "** shall mean the certificate of registration as defined under Section 2(4) of the Motor Vehicles Act 1988 printed on a Smart Card complying with the Specifications under Annexure-3.

45. Application

These General conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

46. Standards

The Goods supplied under this contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable

standards are mentioned, to the authoritative standard appropriate to the Goods country of origin and such standards shall be the latest issued by the concerned institution.

47. Confidentiality

The Contractor and its personnel shall not, either during the term or after expiration of the contracts, disclose any proprietary or confidential information relating to the Services, the contract or the Department's business or operations without the prior written consent of the Department.

48. Patent Rights

- i. The Contractor shall indemnify the Department against all third-party claims of infringement of patent, trademark / copyright or industrial design rights arising from the use of services or any part thereof.
- ii. The source codes of the applications software are also to be handed over to the Department. The Intellectual Property Rights shall belong to the Department.
- iii. The Department reserves the rights to deploy the solution

49. Acceptance Tests

The Acceptance Tests, which shall involve testing of the entire setup including the site improvisation, consumables stocks, hardware, front end software and printing of the sample Driving of Licenses and Registration Certificates within the time limit prescribed by the Department with live and test data, shall be conducted by the Bidder in the presence of a Core Group of expert officers nominated by the Department. The Acceptance Test must be completed by the Bidder to the satisfaction of the Core Group within a time frame specified by the Department for commencement of the work.

The Department reserves the right to evolve a procedure of quality checking to ensure that the cards are according to the prescribed specifications.

50. Warranty and Access Controls

- i. The Contractor shall warrant that the Driving Licenses and Registration Certificates processed and printed under the Contract are specifically designed and developed for the Department and based on the most latest techniques and comply with the specifications as in Annexure-3. He shall also

warrant that the hardware, especially writers, comply with the specifications in Annexure-3.

- ii. The Department shall promptly notify the Contractor of any claims arising under this warrant.
- iii. Upon receipt of such notice, the Contractor shall, with a reasonable time, remove the defect(s), and reissue the cards replace the hardware free of cost, without prejudice to any other rights which the Department may have against the Bidder under the Contract.
- iv. If the Contractor, having been notified, fails to remedy the defect(s) within a reasonable time, in any case not more than three days, the Department may proceed to take such remedial action as may be necessary, at the Contractor's risk and expense without prejudice to any other rights which the Department may have against the Contractor under the Contract.
- v. The front-end software shall be provided with controls so that the Departmental databases are not tampered with / altered / modified / deleted by the Bidder except updating the records as part of the processing an application. Periodic checks shall be conducted by the Department officials to ensure reliability and security of the system.
- vi. The employees of the Contractor shall be assigned user ids and passwords to fix up accountability for processing an application.
- vii. Arrangements shall be made to prevent any unauthorized access to servers, hardware and the network equipment.

51. Payment

The bill should be submitted before 5th of every month in respective Regional Transport Offices. The payment will be made within 45 days from the receipt of the bill after effecting applicable recoveries.

52. Contract Amendments

No variation in or modification of the terms of the contract shall be made except by written amendment signed by both the parties i.e. the Contractor and the Department.

53. Assignment

The Contractor shall not assign in whole or in part its obligations to any individual or a firm or a company to perform under the contract, except with the Department's prior written consent.

54. Sub Contracts

The sub contract if any, should be limited to the following activities.
(i) manpower supply (ii) creation/preparation of infrastructure
(iii) supply of consumables and hardware and all other requirements shall be provided by the contractor itself.

55. Delays in the Contractor's Performance

- i. Performance under the contract by the Contractor shall be in accordance with the time schedule specified by the Department in Section-II of the Tender Document.
- ii. A delay by the Contractor in the performance of its contract obligations shall render the Contractor liable to any or all of the following sanctions
 - a. Forfeiture of his performance guarantee
 - b. Imposition of liquidated damages
 - c. Termination of the contract
- iv. If at any time during performance of the contract, the Contractor should encounter conditions affecting timely completion of the services under the contract and performance of services, the Contractor shall promptly notify the Department in writing the fact of the delay, its likely duration and its causes. On receipt of the Contractor's notice, the Department shall evaluate the situation and may at its discretion extend the Contractor's time for performance, in which case the extension shall be ratified by the parties by amendment of the contract.

56. Liquidated Damages

- i. In the event of failure of the Contractor to secure acceptance by the Department, before the commencement date for the first site the Department reserves the option to recover from the Contractor all liquidated damages. For the period after the said commencement date until acceptance, a sum of Rupees Ten Thousand for each working day of the failure of Contractor, upto a maximum of Rupees Ten lakhs, to secure acceptance or

part thereof, without prejudice to other remedies under the contract. The Department also reserves the option to recover from the Contractor the above mentioned Liquidated damages for each working day of the failure of the Contractor to commence the operations at the last of the 107 Transport Offices after the relevant commencement date.

- ii. If the delivery of Smart card is delayed beyond the time limit prescribed in the milestone program of works as per the tender, a penalty of Rs.1000/- (Rupees one thousand only) will be levied for every day per unit in which the delay has occurred.
- iii. Once the maximum of liquidated Damages is reached, the Department may consider terminating the 'Contract'.

57. Termination for Default

The Department may terminate the Contract in whole or in part without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Bidder,

(a) If the Contractor fails to deliver any or all of the obligations within the time period specified in the Contract, or any extension thereof granted by the Department

OR

(b) If the Contractor fails to perform any other obligation(s) under the Contract.

In case of premature termination of the Contract for no default of the Contractor, the Department may exercise any of the following options

- (i) Direct the Contractor to take back the hardware without any compensation
- (ii) Direct the Contractor to leave the hardware and pay him the cost of hardware less the depreciation value as per the Income Tax Rules.

58. Force Majeure

- i. The Bidder shall not be liable for forfeiture of his Performance guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- ii. For purpose of this Clause, "**Force Majeure**" means an event beyond the control of the Bidder and not involving

the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Department either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- iii. If a Force Majeure situation arises, the Contractor shall promptly notify the Department in writing of such conditions and the cause thereof. Unless otherwise directed by the Department in writing, the Contractor shall continue to perform his obligations under the contracts as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Department may terminate this Contract, by giving a written notice of minimum 30 days to the Contractor if as a result of Force Majeure the Contractor is unable to perform a material portion of the services for a period of more than 60 days.

59. Termination for Insolvency

The Department may at any time terminate the Contract by giving written notice to the Contractor if the Contractor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Department.

60. Legal Jurisdiction

Any legal dispute arising out of the contract shall be settled at the Court of Law located in Chennai.

61. Applicable Law

The Contract shall be interpreted in accordance with the Indian Laws.

62. Notices

Any notice by one party to the other, pursuant to the Contract, shall be sent in writing or by telegram or by telex/cable and confirmed in writing to the address specified for that purpose in the Contract.

A notice shall be effective when delivered or on the notice's effective date whichever is later.

63. Monitoring progress of operations

The Department, from time to time, may review the progress of the project and may suggest appropriate changes/modifications, which are required to be incorporated in the system.

The monitoring of progress of operation would be done online, through a system which would be known as Online Monitoring Management System(OMMS). The customized software has to be developed by the Contractor.

64. Languages of Law

The language of contract is English and the law governing the contract is that in force in India.

65. Transfer of Property

The ownership of the front end software, hardware, equipment and unutilized consumables shall be transferred to the Department in good condition at the end of the contract period or in case of the termination of the contract, in good condition without any compensation.

66. Suspension

- i. The Department may by a written notice, suspend the Contract if the Contractor fails to perform any of its obligations under this Contract (Including the carrying out of the services) provided that such notice of suspension
 - a) Shall specify the nature of failure, and
 - b) Shall request the Contractor to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.
- ii. The Department reserves the right to use all machinery and equipment, etc installed under the contract in the premises of the Department or elsewhere during the suspension period by using other manpower etc. No payment shall be made to the contractor for such suspended period and no damages shall be claimed on account of this suspension.

67. Arbitration

- i. The Department and the Contractor shall make every effort to resolve amicably by direct informal negotiations, any disagreement or disputes arising between them under or in connection with the Contract.
- ii. If after thirty (30) days from the commencement of such direct informal negotiations, the Department and the Contractor have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism.
- iii. In case of a dispute or difference arising between the Department and the Contractor relating to any matter or any of the parts of the terms and conditions of the contract or connected with this Contract, such dispute or differences shall be referred to the award of two arbitrators, one arbitrator to be nominated by the Department and the other to be nominated by the Contractor or in case of the said arbitrators not agreeing, then to the award of an umpire to be appointed by the arbitrators in writing before proceeding with the reference, and in case the arbitrators cannot agree to the umpire, he may be nominated by the Arbitration Council of India / Institution of Engineers India. The award of the arbitrators, and in the event of their not agreeing, of the umpire appointed by them or by the Arbitration Council of India.
- iv. The arbitration and Conciliation Act 1996, the rules there under, any statutory modification or re-enactments thereof, shall apply to the arbitration proceedings.
- v. The venue of arbitration shall be in Chennai from where the Contract is issued.
- vi. The Department may terminate this Contract, by giving a written notice of termination of minimum 30 days, to the Contractor, if the fails to comply with any decision reached consequent upon arbitration proceedings.

68. Use of Contract Documents and Information

The Contractor shall not, without the Department's prior written consent, disclose the Contract, or any provision thereof or any specification, plan drawing, pattern, sample or information furnished by or on behalf of the Department in connection therewith, to any person other than a person

employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall be limited only so far as may be necessary for purposes of such performance.

The Contractor shall not without the Department's prior written consent, make use of any document or information except for the purpose of performing the Contract.

Any document, other than the Contract itself shall remain the property of the Department and shall be retained by the Department.

69. Delivery

The items as specified in Annexure-3 are required to be implemented and/or supplied, installed and commissioned by the Contractor within the period indicated in the Contract.

70. "No Claim" Certificate

The Contractor shall not be entitled to make any claim, whatsoever, against the Department, under or by virtue of or arising out of this Contract, nor shall the Department entertain or consider any such claim, if made by the Contractor after he shall have signed a '**No Claim' Certificate** in favor of the Department in such forms as shall be required by the Department after the works are finally accepted.

71. Cessation of Rights and Obligations

Upon termination of the Contract above or upon expiration of this Contract all rights and obligations of such parties hereunder shall cease, except

- i) such rights and obligation as may have accrued on the date of termination or expiration.
- ii) The obligation of confidentiality
- iii) Any right which a party may have under the applicable laws.

72. Cessation of Services upon Termination

Upon termination of the Contract above, the Contractor shall, immediately upon dispatch or receipt of such notice, take all

necessary steps to bring the Services to a close in a prompt and orderly manner.

73. Contractor's Personnel

The Contractor shall employ and provide such qualified and experienced personnel as are required to perform the services under the Contract. The qualifications for the manpower have been provided as in annexure-14.

74. Milestone for installation

The Department would provide the Contractor available space for installation of hardware and all other preparation for Smart Card room within 15 days from the date of signing of agreement. The Contractor is required to make the whole system functional at specified locations in the State within a period 3 months for the date of handing over the site.

75. Standard of Performance

The Contractor has to execute the printing and activation of smart cards and hand over the printed and activated cards to the concerned Regional Transport Officer/Motor Vehicle Inspector in respective offices within 24 hours

76. Completion of Contract

Unless terminated earlier, the Contract shall terminate on the completion of 5 years from the date of signing the agreement. Upon completion of the contract, the contractor is required to transfer hardware, software, other equipment and infrastructure in good working condition free of cost.

77. Renewal of Contract

The Department may renew the contract for a further period, if the performance is found to be satisfactory and as may be mutually decided with the party on such terms and conditions which may be negotiated and agreed upon.

The negotiations for the renewal shall commence not less than 6 months before the expiry of this contract.

78. Terms and Conditions of Tendering Firms

The printed terms and conditions of the Bidders shall not be considered as forming part of their Tender Bids.

79. Local Conditions

It will be imperative on each Bidder to fully acquaint himself with the local conditions and factors which may have any effect on the performance of the Contract and / or the cost.

80. Headings

The headings of conditions hereto shall not affect the construction thereof.

SECTION- V
SCHEDULE OF REQUIREMENTS

**ANNEXURE-1
DRIVING LICENCE DETAILS**

DRIVING LICENCE TRANSACTION PARTICULARS FROM 01/04/2008 TO 31/03/2009

SL NO	OFFICE NAME	FRESH	ENDORSEMENT	RENEWAL	DUPLICATE	CHANGE OF ADDRESS	TOTAL
1	RTO,Chennai (C)	15334	1715	9869	441	3215	30574
2	RTO,Chennai(NW)	16481	3346	12273	551	3336	35987
3	RTO,Chennai(NE)	9374	1463	8942	471	4496	24746
4	RTO,Chennai(E)	7453	1233	7008	174	679	16547
5	RTO,Chennai(N)	16125	3394	15834	534	5384	41271
6	UO,Mandaiveli	20735	2748	11140	496	3473	38592
7	RTO,Chennai(W)	15563	2142	16587	667	4961	39920
8	RTO,Chennai(SW)	20653	3384	9975	433	7704	42149
9	UO,Redhills	9996	2291	9205	460	4363	26315
10	UO,Chengalpat	10396	1909	7866	403	929	21503
11	UO,Madhuranthagam	182	19	311	1	17	530
12	RTO,Thiruvallur	4875	586	4404	239	706	10810
13	UO,Poonamallee	8036	1401	6781	55	3098	19371
14	RTO,Kancheepuram	7754	1354	5838	231	564	15741
15	RTO,Meenambakkam	16235	3087	12011	595	4678	36606
16	UO,Sholinganallur	252	34	129	0	60	475
17	UO,Tambaram	11053	1806	6002	53	2415	21329
18	RTO,Vellore	9292	1449	8665	322	830	20558
19	UO,Gudiyatham	2652	323	1878	109	162	5124
20	UO,Vaniyambadi	6076	1018	4207	221	315	11837
21	RTO,Krishnagiri	5027	1110	4845	226	513	11721
22	RTO,Thiruvannamalai	9017	2011	5564	262	536	17390
23	UO,Arani	5981	1256	3722	79	392	11430
24	RTO,Namakkal	7142	1841	14124	610	644	24361
25	UO,Paramathi velur	5804	1507	12089	526	541	20467
26	UO,Rasipuram	2299	486	3193	80	139	6197
27	RTO,Dharmapuri	5169	1328	5414	247	388	12546
28	UO,Harur	2580	897	3457	149	162	7245
29	RTO,Salem(W)	11365	2057	9056	526	1877	24881
30	UO,Omalur	3239	526	2063	11	351	6190
31	UO,Chidambaram	3388	770	2579	161	428	7326
32	UO,Virudhachalam	5276	1220	6644	387	1064	14591
33	UO,Neyveli	5433	1423	7034	397	1158	15445
34	RTO,Villupuram	3858	812	5684	274	288	10916
35	UO,Ulundurpet	10132	1693	6882	538	663	19908
36	UO,Tindivanam	10174	1330	5060	512	482	17558
37	RTO,Erode	8734	1989	8627	277	1436	21063
38	RTO,Thiruchencode	5628	1058	6943	202	638	14469
39	RTO,Gopi	4748	634	3792	206	639	10019
40	UO,Bhavani	3744	635	3154	100	305	7938
41	UO,Sathi	4069	487	1957	64	358	6935
42	RTO,Coimbatore(S)	15757	3399	14532	281	4353	38322
43	RTO,Coimbatore(N)	20107	4333	13687	474	4333	42934
44	RTO,Tiruppur(N)	12036	2051	5604	215	1332	21238
45	RTO,Mettupalayam	2393	519	2953	78	346	6289
46	UO,Avinashi	3078	590	1554	32	198	5452

47	RTO,Pollachi	5411	1458	7769	212	687	15537
48	UO,Udumalpet	3595	928	3181	59	462	8225
49	RTO,Tiruppur(S)	4806	893	3403	7	762	9871
50	RTO,Ooty	4228	836	5448	238	366	11116
51	UO,Gudalur	2596	388	2042	40	149	5215
52	RTO,Trichy	14513	3006	11202	605	1788	31114
53	UO,Thiruverambur	4547	515	2456	72	688	8278
54	UO,Manaparai	3367	162	1267	5	73	4874
55	RTO,Perambalur	5729	1200	4999	337	689	12954
56	RTO,Karur	7772	1636	5913	188	876	16385
57	UO,Kulithalai	2189	217	2178	26	246	4856
58	RTO,Srirangam	7168	1780	7868	401	986	18203
59	UO,Thuraiyur	5733	1563	6561	249	744	14850
60	RTO,Tanjore	7715	1627	6319	407	1230	17298
61	UO,Pattukottai	5460	634	1973	76	437	8580
62	RTO,Thiruvarur	8668	2057	4977	479	891	17072
63	UO,Mannarkudi	2358	530	1898	145	500	5431
64	RTO,Nagapattinam	3775	696	3421	194	575	8661
65	UO,Mayiladuthurai	6227	1136	4997	424	815	13599
66	RTO,Sangagiri	2480	627	5489	160	304	9060
67	UO,Mettur	2641	644	2929	225	275	6714
68	RTO,Salem(E)	6772	1368	4893	39	496	13568
69	UO,Attur	3275	943	5046	229	234	9727
70	RTO,Pudhukottai	6052	972	6762	302	1764	15852
71	UO,Aranthanki	83	1	138	0	24	246
72	RTO,Perundurai	5344	675	2524	58	226	8827
73	UO,Kangeyam	2315	433	1884	40	148	4820
74	UO,Dharapuram	2555	549	2359	57	128	5648
75	RTO,Dindugal	15082	2139	8817	376	1541	27955
76	UO,Batlagundu	2453	446	2302	78	199	5478
77	UO,Palani	3833	676	2699	78	303	7589
78	UO,Ootanchatram	524	46	271	1	36	878
79	RTO,Madurai(S)	15521	2924	11717	379	2315	32856
80	UO,Thirumangalam	307	29	165	0	28	529
81	RTO,Madurai(N)	15365	3266	11511	361	2654	33157
82	UO,Melur	1377	167	1273	34	368	3219
83	UO,Vadipatti	86	10	153	2	31	282
84	RTO,Periyakulam	4258	1240	4732	225	326	10781
85	UO,Uthamapalayam	3504	894	3502	121	1061	9082
86	RTO,Ariyalur	901	123	1226	59	1715	4024
87	UO,Karaikudi	5094	680	3140	205	969	10088
88	RTO,Madurai(C)	284	59	516	0	530	1389
89	RTO,Ramanathapuram	5017	782	3502	224	480	10005
90	UO,Paramakudi	3225	838	2343	127	298	6831
91	RTO,Coimbatore(C)	3113	685	2192	5	586	6581
92	RTO,Virudhunagar	5402	1364	5195	172	737	12870
93	UO,Sivakasi	3266	722	2363	59	491	6901
94	UO,Srivilliputhur	5775	1091	4344	103	440	11753
95	RTO,Kumbakonam	6041	1551	6809	510	692	15603
96	RTO,Tuticorin	5887	1738	6910	309	1044	15888
97	UO,Tiruchendur	3223	551	2075	56	183	6088
98	UO,Kovilpatti	3912	906	3130	106	438	8492

99	UO,Hosur	6254	988	2630	123	388	10383
100	RTO,Tirunelveli	10165	2252	9786	457	996	23656
101	UO,Valliyur	4730	1117	2763	134	366	9110
102	UO,Ranipet	5227	956	4305	272	452	11212
103	UO,Arakonam	3043	392	1548	13	418	5414
104	RTO,Nagercoil	8275	1759	6366	337	599	17336
105	RTO,Marthandam	8685	2041	8074	267	501	19568
106	RTO,Tenkasi	9385	1921	6674	303	544	18827
107	UO,Sankarancoil	4435	1234	3470	191	203	9533
TOTAL		695718	133725	575537	24331	113444	1542755

u.o. = Unit Office

ANNEXURE-1(a)**EXISTING DRIVING LICENCE CONVERSION DETAILS**

S NO	OFFICE CODE	OFFICE NAME	Number of DLs for conversion (Approximately)
1	TN01	RTO,Chennai (C)	308679
2	TN02	RTO,Chennai(NW)	266738
3	TN03	RTO,Chennai(NE)	104438
4	TN04	RTO,Chennai(E)	198834
5	TN05	RTO,Chennai(N)	137289
6	TN06	UO,Mandaiveli	181640
7	TN09	RTO,Chennai(W)	330926
8	TN10	RTO,Chennai(SW)	221695
9	TN18	UO,Redhills	69945
10	TN19	UO,Chengalpat	93617
11	TN19Z	UO,Madhuranthagam	39698
12	TN20	RTO,Thiruvallur	110772
13	TN20Y	UO,Poonamallee	112391
14	TN21	RTO,Kancheepuram	62603
15	TN22	RTO,Meenambakkam	278341
16	TN22Y	UO,Sholinganallur	5411
17	TN22Z	UO,Tambaram	48433
18	TN23	RTO,Vellore	58590
19	TN23T	UO,Gudiyatham	11481
20	TN23Y	UO,Vaniyambadi	21560
21	TN24	RTO,Krishnagiri	60018
22	TN25	RTO,Thiruvannamalai	77351
23	TN25Z	UO,Arani	20852
24	TN28	RTO,Namakkal	65569
25	TN28Y	UO,Paramathi velur	54414
26	TN28Z	UO,Rasipuram	19895
27	TN29	RTO,Dharmapuri	28877
28	TN29Z	UO,Harur	14649
29	TN30	RTO,Salem(W)	87190
30	TN30W	UO,Omalar	12145
31	TN31U	UO,Chidambaram	15847
32	TN31V	UO,Virudhachalam	21637
33	TN31Y	UO,Neyveli	24223
34	TN32	RTO,Villupuram	27460
35	TN32Y	UO,Ulundurpet	83389
36	TN32Z	UO,Tindivanam	23115
37	TN33	RTO,Erode	70081
38	TN34	RTO,Thiruchencode	63456
39	TN36	RTO,Gopi	64277
40	TN36W	UO,Bhavani	47403
41	TN36Z	UO,Sathi	14011
42	TN37	RTO,Coimbatore(S)	108735
43	TN38	RTO,Coimbatore(N)	80754
44	TN39	RTO,Tiruppur(N)	46580

45	TN40	RTO,Mettupalayam	53136
46	TN39Z	UO,Avinashi	18733
47	TN41	RTO,Pollachi	84285
48	TN42X	UO,Udumalpet	18864
49	TN42	RTO,Tiruppur(S)	14710
50	TN43	RTO,Ooty	27200
51	TN43Z	UO,Gudalur	8784
52	TN45	RTO,Trichy	258671
53	TN45Y	UO,Thiruverambur	212903
54	TN45Z	UO,Manaparai	14458
55	TN46	RTO,Perambalur	34067
56	TN47	RTO,Karur	51671
57	TN47Z	UO,Kulithalai	10669
58	TN48	RTO,Srirangam	96554
59	TN48Z	UO,Thuraiyur	88657
60	TN49	RTO,Tanjore	51239
61	TN49Y	UO,Pattukottai	15348
62	TN50	RTO,Thiruvavur	75066
63	TN50Z	UO,Mannarkudi	11927
64	TN51	RTO,Nagapattinam	45014
65	TN51Z	UO,Mayiladuthurai	23730
66	TN52	RTO,Sangagiri	19031
67	TN52Z	UO,Mettur	12797
68	TN54	RTO,Salem(E)	24511
69	TN54Z	UO,Attur	22184
70	TN55	RTO,Pudhukottai	42468
71	TN55Z	UO,Aranthanki	3306
72	TN56	RTO,Perundurai	23244
73	TN42Y	UO,Kangeyam	11859
74	TN42Z	UO,Dharapuram	13880
75	TN57	RTO,Dindugal	98486
76	TN57W	UO,Batlagundu	11973
77	TN57Z	UO,Palani	13441
78	TH57R	UO,Ootanchatram	5104
79	TN58	RTO,Madurai(S)	83818
80	TN58Z	UO,Thirumangalam	5770
81	TN59	RTO,Madurai(N)	235499
82	TN59Z	UO,Melur	7012
83	TN59V	UO,Vadipatti	4299
84	TN60	RTO,Periyakulam	30856
85	TN60Z	UO,Uthamapalayam	16592
86	TN61	RTO,Ariyalur	7729
87	TN63Z	UO,Karaikudi	21371
88	TN64	RTO,Madurai(C)	9911
89	TN65	RTO,Ramanathapuram	34969
90	TN65Z	UO,Paramakudi	16754
91	TN66	RTO,Coimbatore(C)	26038
92	TN67	RTO,Virudhunagar	54585
93	TN67U	UO,Sivakasi	15944
94	TN67Z	UO,Srivilliputhur	25947
95	TN68	RTO,Kumbakonam	32144
96	TN69	RTO,Tuticorin	70373

97	TN69Y	UO,Tiruchendur	47062
98	TN69Z	UO,Kovilpatti	18721
99	TN70	UO,Hosur	68465
100	TN72	RTO,Tirunelveli	165479
101	TN72V	UO,Valliyur	26008
102	TN73	UO,Ranipet	25229
103	TN73Z	UO,Arakonam	14012
104	TN74	RTO,Nagercoil	53110
105	TN75	RTO,Marthandam	126782
106	TN76	RTO,Tenkasi	54418
107	TN76Z	UO,Sankarancoil	20245
TOTAL			6632122

ANNEXURE 2 REGISTRATION CERTIFICATE DETAILS

REGISTRATION TRANSACTION PARTICULARS FROM 01/04/2008 TO 31/03/2009												
SL NO	OFFICE NAME	ADDITION OF HYPOTHECATION	ALTERATION OF VEHICLE	CANCELLATION OF HYPOTHECATION	CHANGE OF ADDRESS	ISSUE DUPLICATE RC	ISSUE OF RC IN NAME OF FINANCER	NEW REGISTRATION	RENEWAL OF REGISTRATION	TRANSFER OF OWNERSHIP	RC SURRENDER	FC
1	RTO,Chennai (C)	4012	464	9895	254	398	7	16780	580	5089	0	
2	RTO,Chennai(NW)	3041	479	11106	408	237	9	22858	639	6372	1	
3	RTO,Chennai(NE)	1881	400	5276	73	78	3	10612	155	3440	0	
4	RTO,Chennai(E)	2566	625	6513	174	250	7	10401	294	4442	0	
5	RTO,Chennai(N)	3392	470	10653	124	199	2	23004	458	9073	2	
6	UO,Mandaiveli	3003	395	8038	495	205	7	15492	619	4916	1	
7	RTO,Chennai(W)	5294	508	14996	437	375	9	26886	820	7421	0	
8	RTO,Chennai(SW)	2503	325	9326	269	229	12	20812	364	4819	1	
9	UO,Redhills	2373	279	8486	96	133	6	21565	266	5096	1	
10	UO,Chengalpat	1667	284	4384	67	86	7	18796	197	3769	0	
11	UO,Madhuranthagam	0	7	0	0	0	0	610	9	88	0	
12	RTO,Thiruvallur	1953	157	5783	37	92	4	12297	108	2689	0	
13	UO,Poonamallee	345	235	1122	62	11	2	25176	201	2736	1	
14	RTO,Kancheepuram	1589	429	3264	34	75	1	14434	163	3283	0	
15	RTO,Meenambakkam	4757	743	15174	321	319	7	28318	467	8488	0	
16	UO,Sholinganallur	0	5	0	4	0	0	492	7	59	0	
17	UO,Tambaram	323	209	1143	199	14	0	19620	281	2535	0	
18	RTO,Vellore	2480	554	4786	99	143	30	12653	490	6620	0	
19	UO,Gudiyatham	288	70	686	6	14	0	3471	44	1609	0	
20	UO,Vaniyambadi	769	241	2239	19	55	0	10470	180	3449	0	
21	RTO,Krishnagiri	930	255	2405	66	51	1	11932	158	2936	1	
22	RTO,Thiruvannamalai	1145	440	2710	37	60	6	11706	157	3135	0	
23	UO,Arani	646	172	1628	13	16	2	8734	81	1684	0	
24	RTO,Namakkal	3986	1544	6740	273	143	1	13006	389	6356	1	
25	UO,Paramathivelur	2969	1259	4785	201	89	1	11115	322	5074	1	
26	UO,Rasipuram	434	201	1214	16	23	2	3895	144	1502	0	
27	RTO,Dharmapuri	1608	303	2867	68	69	1	9889	200	3009	0	
28	UO,Harur	344	103	1032	12	14	1	4100	77	1238	0	
29	RTO,Salem(W)	4192	1194	10675	218	253	7	15715	1049	8822	6	
30	UO,Omalur	42	229	57	21	1	0	4628	146	2110	0	
31	UO,Chidambaram	525	336	1452	23	33	3	5126	111	1618	0	
32	UO,Virudhachalam	691	220	1752	111	80	1	6894	631	2695	0	
33	UO,Neyveli	832	239	2075	127	89	1	7577	750	2827	0	
34	RTO,Villupuram	1021	332	1427	41	48	6	4689	307	2738	0	
35	UO,Ulundurpet	876	352	1473	17	22	0	4929	129	1961	0	

36	UO,Tindivanam	748	270	1525	64	33	0	6681	139	2226	1	
37	RTO,Erode	1834	1125	6745	179	100	4	16572	1249	7181	3	
38	RTO,Thiruchencod e	1361	827	3568	157	60	3	9653	498	4224	0	
39	RTO,Gopi	822	256	2977	26	26	0	4603	430	2299	0	
40	UO,Bhavani	12	246	51	23	0	1	4896	257	1781	0	
41	UO,Sathi	166	136	806	18	6	0	3492	132	1211	0	
42	RTO,Coimbatore(S)	4311	923	13543	314	230	24	32761	1547	9888	3	
43	RTO,Coimbatore(N)	4218	980	14445	401	245	21	35476	2041	9684	3	
44	RTO,Tiruppur(N)	3784	543	12668	98	150	13	21904	712	7812	1	
45	RTO,Mettupalayam	607	169	1716	41	31	2	3502	282	2554	0	
46	UO,Avinashi	335	125	1414	24	4	1	4249	202	1906	0	
47	RTO,Pollachi	1297	452	3609	54	61	2	9160	844	5781	0	
48	UO,Udumalpet	254	231	1210	33	21	0	6174	340	2962	0	
49	RTO,Tiruppur(S)	39	405	47	58	1	0	11340	400	4606	0	
50	RTO,Ooty	1010	163	1887	35	60	7	2832	501	2831	0	
51	UO,Gudalur	317	55	455	4	5	0	452	121	607	0	
52	RTO,Trichy	2687	731	8396	190	221	2	12351	818	7289	0	
53	UO,Thiruverambur	38	135	63	52	7	1	5062	344	2037	0	
54	UO,Manaparai	40	69	240	4	1	0	3252	61	1165	0	
55	RTO,Perambalur	1302	192	2883	31	65	2	9301	99	2163	0	
56	RTO,Karur	1541	504	4356	99	64	0	9360	441	4604	3	
57	UO,Kulithalai	34	82	55	15	1	0	4466	79	1562	0	
58	RTO,Srirangam	1589	526	5285	116	69	1	13267	363	6612	0	
59	UO,Thuraiyur	1	24	0	2	0	0	697	7	199	0	
60	RTO,Tanjore	1498	301	4613	66	118	0	10671	270	3261	0	
61	UO,Pattukottai	45	90	169	2	1	0	4212	38	1014	0	
62	RTO,Thiruvarur	759	195	1859	8	49	0	5225	100	1899	1	
63	UO,Mannarkudi	209	34	877	7	9	0	4134	51	1077	0	
64	RTO,Nagapattinam	633	252	1599	4	31	1	4217	104	1436	0	
65	UO,Mayiladuthurai	1014	268	2099	23	33	0	6310	86	2006	0	
66	RTO,Sangagiri	1213	401	2208	145	84	6	5428	168	1643	0	
67	UO,Mettur	1025	297	2721	52	56	0	4671	203	1580	2	
68	RTO,Salem(E)	162	574	157	69	2	2	7888	393	3926	0	
69	UO,Attur	1014	268	2099	23	33	0	6310	86	2006	0	
70	RTO,Pudhukottai	1736	223	4237	17	71	1	14722	145	3921	1	
71	UO,Aranthangi	0	0	1	0	0	0	441	0	1	0	
72	RTO,Perundurai	402	380	1710	35	17	1	5703	487	2794	0	
73	UO,Kangayam	151	246	826	20	4	0	3069	247	2126	0	
74	UO,Dharapuram	313	224	1067	17	17	0	3338	239	2190	0	
75	RTO,Dindugal	1313	653	4270	75	87	6	10024	382	6919	0	
76	UO,Batlagundu	242	121	831	27	4	0	2341	109	1962	1	
77	UO,Palani	513	151	1710	25	24	0	4609	174	2270	0	
78	UO,Ootanchatram	1	21	1	5	0	0	516	24	303	0	
79	RTO,Madurai(S)	2242	992	7269	125	208	4	16233	721	8879	3	
80	UO,Thirumangalam	0	0	0	1	0	0	370	4	101	0	
81	RTO,Madurai(N)	3119	1091	9705	138	272	13	19427	939	10088	1	
82	UO,Melur	271	43	845	14	12	0	3527	39	903	0	
83	UO,Vadipatti	0	2	0	0	0	0	187	8	111	1	
84	RTO,Periyakulam	1140	189	2896	27	81	0	5212	186	3271	0	
85	UO,Uthamapalaya m	312	117	1295	11	20	0	3678	184	2063	0	

86	RTO,Ariyalur	1	9	0	3	0	0	1116	14	240	0	
87	UO,Karaikudi	933	113	2285	37	52	1	7527	148	1641	0	
88	RTO,Madurai(C)	0	32	0	6	0	0	879	39	430	0	
89	RTO,Ramanathapuram	1440	269	3114	40	99	4	5824	68	1592	0	
90	UO,Paramakudi	27	39	64	9	2	0	3001	43	862	0	
91	RTO,Coimbatore(C)	5	97	1	46	0	0	2817	330	916	0	
92	RTO,Virudhunagar	912	410	2485	43	77	1	7898	166	2794	0	
93	UO,Sivakasi	428	168	1892	16	18	0	7499	74	1892	1	
94	UO,Srivilliputhur	825	317	2248	36	75	3	5990	127	1842	0	
95	RTO,Kumbakonam	1039	181	2896	43	77	0	9009	195	2935	1	
96	RTO,Tuticorin	1495	469	4072	119	150	3	11037	381	4259	0	
97	UO,Tiruchendur	235	148	827	11	22	0	3295	148	1028	0	
98	UO,Kovilpatti	422	118	1303	20	36	0	4964	142	1601	0	
99	UO,Hosur	801	101	3000	57	51	0	11143	79	1708	0	
100	RTO,Tirunelveli	1635	995	4617	140	298	6	13263	798	5153	0	
101	UO,Valliyur	340	183	1174	17	41	2	5231	155	1755	0	
102	UO,Ranipet	1003	384	2903	63	84	2	8072	197	2983	1	
103	UO,Arakonam	50	75	60	13	4	0	6779	39	1048	0	
104	RTO,Nagercoil	1652	865	4245	47	154	16	9779	619	4815	0	
105	RTO,Marthandam	1211	467	3706	58	69	40	10314	545	5384	0	
106	RTO,Tenkasi	1206	640	3035	67	92	2	10242	232	3131	0	
107	UO,Sankarancoil	328	92	932	5	30	0	4421	82	1291	0	
TOTAL		126139	36532	353029	8292	8029	344	972748	32908	343932	43	389831
Grand Total												2271827

Note: the above quantities are only indicative and subject to variation. the department will not be responsible for variation and no claim on such variation shall be entertained.

ANNEXURE 2(a)

EXISTING REGISTRATION CERTIFICATE CONVERSION DETAILS			
S.NO	OFFICE CODE	OFFICE NAME	Number of RCs for conversion (Approximately)
1	TN01	RTO,Chennai (C)	240000
2	TN02	RTO,Chennai(NW)	226000
3	TN03	RTO,Chennai(NE)	72600
4	TN04	RTO,Chennai(E)	165000
5	TN05	RTO,Chennai(N)	177230
6	TN06	UO,Mandaiveli	150000
7	TN09	RTO,Chennai(W)	340437
8	TN10	RTO,Chennai(SW)	182500
9	TN18	UO,Redhills	153500
10	TN19	UO,Chengalpat	84660
11	TN19Z	UO,Madhuranthagam	5000
12	TN20	RTO,Thiruvallur	104422
13	TN20Y	UO,Poonamallee	91775
14	TN21	RTO,Kancheepuram	85822
15	TN22	RTO,Meenambakkam	339000
16	TN22Y	UO,Sholinganallur	315295
17	TN22Z	UO,Tambaram	52923
18	TN23	RTO,Vellore	80962
19	TN23T	UO,Gudiyatham	11767
20	TN23Y	UO,Vaniyambadi	32805
21	TN24	RTO,Krishnagiri	75354
22	TN25	RTO,Thiruvannamalai	66391
23	TN25Z	UO,Arani	25368
24	TN28	RTO,Namakkal	113963
25	TN28Y	UO,Paramathi velur	102848
26	TN28Z	UO,Rasipuram	31079
27	TN29	RTO,Dharmapuri	98809
28	TN29Z	UO,Harur	12862
29	TN30	RTO,Salem(W)	206828
30	TN30W	UO,Omalur	11915
31	TN31U	UO,Chidambaram	19052
32	TN31V	UO,Virudhachalam	20913
33	TN31Y	UO,Neyveli	23355
34	TN32	RTO,Villupuram	68975
35	TN32Y	UO,Ulundurpet	36491
36	TN32Z	UO,Tindivanam	25061
37	TN33	RTO,Erode	175968
38	TN34	RTO,Thiruchencode	76787
39	TN36	RTO,Gopi	82367
40	TN36W	UO,Bhavani	76327
41	TN36Z	UO,Sathi	13985
42	TN37	RTO,Coimbatore(S)	316418
43	TN38	RTO,Coimbatore(N)	353515
44	TN39	RTO,Tiruppur(N)	97596

45	TN40	RTO,Mettupalayam	47467
46	TN39Z	UO,Avinashi	24462
47	TN41	RTO,Pollachi	102073
48	TN42X	UO,Udumalpet	24380
49	TN42	RTO,Tiruppur(S)	29724
50	TN43	RTO,Ooty	35123
51	TN43Z	UO,Gudalur	4236
52	TN45	RTO,Trichy	261200
53	TN45Y	UO,Thiruverambur	233652
54	TN45Z	UO,Manaparai	10486
55	TN46	RTO,Perambalur	55248
56	TN47	RTO,Karur	102206
57	TN47Z	UO,Kulithalai	13159
58	TN48	RTO,Srirangam	82367
59	TN48Z	UO,Thuraiyur	68528
60	TN49	RTO,Tanjore	99874
61	TN49Y	UO,Pattukottai	12855
62	TN50	RTO,Thiruvarur	48481
63	TN50Z	UO,Mannarkudi	13963
64	TN51	RTO,Nagapattinam	35902
65	TN51Z	UO,Mayiladuthurai	25739
66	TN52	RTO,Sangagiri	23515
67	TN52Z	UO,Mettur	22338
68	TN54	RTO,Salem(E)	26352
69	TN54Z	UO,Attur	21251
70	TN55	RTO,Pudhukottai	91060
71	TN55Z	UO,Aranthanki	5069
72	TN56	RTO,Perundurai	24584
73	TN42Y	UO,Kangeyam	13161
74	TN42Z	UO,Dharapuram	14752
75	TN57	RTO,Dindugal	96763
76	TN57W	UO,Batlagundu	12776
77	TN57Z	UO,Palani	16504
78	TH57R	UO,Ootanchatram	128181
79	TN58	RTO,Madurai(S)	115815
80	TN58Z	UO,Thirumangalam	5170
81	TN59	RTO,Madurai(N)	239770
82	TN59Z	UO,Melur	11429
83	TN59V	UO,Vadipatti	3310
84	TN60	RTO,Periyakulam	44521
85	TN60Z	UO,Uthamapalayam	15405
86	TN61	RTO,Ariyalur	6640
87	TN63Z	UO,Karaikudi	25504
88	TN64	RTO,Madurai(C)	73000
89	TN65	RTO,Ramanathapuram	50000
90	TN65Z	UO,Paramakudi	9000
91	TN66	RTO,Coimbatore(C)	135136
92	TN67	RTO,Virudhunagar	58640
93	TN67U	UO,Sivakasi	23463
94	TN67Z	UO,Srivilliputhur	21046
95	TN68	RTO,Kumbakonam	31341
96	TN69	RTO,Tuticorin	92495

97	TN69Y	UO,Tiruchendur	16337
98	TN69Z	UO,Kovilpatti	18143
99	TN70	UO,Hosur	98072
100	TN72	RTO,Tirunelveli	138166
101	TN72V	UO,Valliyur	24713
102	TN73	UO,Ranipet	14268
103	TN73Z	UO,Arakonam	22321
104	TN74	RTO,Nagercoil	89668
105	TN75	RTO,Marthandam	58826
106	TN76	RTO,Tenkasi	65997
107	TN76Z	UO,Sankarancoil	15275
	TOTAL		8394824

SECTION- VI
TECHNICAL SPECIFICATIONS

ANNEXURE-3
(Please see clause 5.2)

I. Smart Card specifications for Driving Licence, Registration Certificate, Endorsing authority cards, Reviewing authority cards, key generation authorities cards etc.

Microprocessor based IC Card with contacts and with a 32 KB of E-PROM

Compliant to ISO/IEC 7816 – 1.2 & 3

Complaint to SCOSTA V2 dated March 15, 2009

Supply voltage 3V nominal

T=0 or T=1 transport protocol

Min 10 years data retention

Min 300000E-PROM write cycles

Operation ambient temperature range – 25C to + 55C

Glossy surface, PVC/ABS plastic construction with overlay to allow color dye sublimation printing

Smart Cards must have data objects for card sequence no (Tag 5F34) and cards primary account no (Tag 5A) at the MF level as per ISO 7816-6. Once programmed these data objects can not be changed.

II. Dye Sublimation Printer

Print Process: Dye Sublimation

Resolution : 300 dpi

Print Speed approximately 30 seconds per side;

Colors – upto 16.7 million colors by using YMCK+O/YMCKO/KO ribbon.

Capable of edge to edge printing and capability of single and dual sided printing

Having card input hopper and in-built card cleaning system.

Capable of printing and smart card electronic personalization in single pass Smart Card encoder within the printer should be PC/SC, ISO 7816 complaint, support 3V chip card with T=0 and T=1 protocol.

Printing speed : 25 cards should be printed per hour

It should be capable of printing continuously for 5 hours.

Spare printer should be kept readily to avoid interruption of work

III. Smart Card Reader

PC/SC, ISO 7816 complaint, support 3V chip ard with T=0 and T=1 protocol. Serial/USB Port, internal/external mountable on PC. Preferably readers should support PC/SC drivers and OCF.

IV. PC Client Configuration

Intel Core 2 Quad Core processor Q8400 or Higher
RAM – minimum 4 GB
L2 cache – 4 MB
Hard Disk – 500 GB SATA
DVD Writer
Atleast 4 USB Port
17" TFT Monitor
Preloaded WINDOWS 7 Professional
Keyboard – PS/2 or USB OEM Keyboard

V. UPS

Online UPS 3 KVA with 2 Hrs backup using SMF Batteries

SECTION VII
BID FORM AND PRICE SCHEDULES

ANNEXURE-4
BID FORM

Bidder's Proposal Reference No. and Date:
Bidder's Name and Address:

Person to be contacted:

Designation:
Telephone No(s)/Mobile No
Telex No(s)
Fax No(s)
E-Mail ID :

To

The Transport Commissioner
Ezhilagam Chepauk
Chennai-600 005.

Sir,

Sub: Tender document for smart card based Registration
Certificate and Driving Licence for 107 Offices Bid
form and Price bid Submission – Regarding.

-oOo-

I/We the undersigned Bidders, having read and examined in detail the specifications and all the bid documents on the above subject do hereby propose to provide the services as specified in the Bid Documents No.

Price and Validity

All the prices mentioned in our proposal are in accordance with the terms as specified in bid documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 days from the date of opening of the Bid.

I/We are a Firm and do hereby confirm that our Bid prices include all taxes including Income Tax and Professional Tax, Service Tax and Transport cost.

I/We hereby declare that if any Income Tax, Surcharge on Income Tax, Professional Tax other Corporate Tax is assessed under law, we shall pay the same.

Contract Price

We have indicated in the relevant Price bid form (Annexure 5) enclosed the contract price for the purpose of rendering the services for the entire scope of work inclusive of site improvisation at the Transport Office and printing and issue of Driving Licences/Registration Certificate

therefrom as well as price adjustment in case of any increase to/decrease from the Scope of Work under the Contract.

Earnest Money Deposit

We have enclosed an Earnest Money Deposit for a sum of Rupees 10 lakhs. This earnest money deposit is liable to be forfeited in accordance with the provisions of Bid Documents.

We declare that all the Services shall be performed strictly in accordance with the Technical Specifications, designs, data and other bid documents except for the variations and deviations, all of which have been detailed out exhaustively in the following schedules, irrespective of whatever has been stated to the contrary anywhere else in our proposal.

Further, we agree that additional conditions, if any, found in the proposal documents, other than those stated in deviation schedule, shall not be given effect to.

Bid Pricing

We further declare that the prices stated in our proposal are in accordance with your Instructions to Bidders included in Bidding documents.

Qualifying Data

We confirm having submitted the qualification data as required by you in your Instructions to Bidders. These are enclosed in the relevant Schedules. In case you require any further information/documentary proof in this regard for evaluation of our bid, we agree to furnish the same in time to your satisfaction.

Contract Performance Security

We hereby declare that in case the Contract is awarded to us, we shall submit the Contract Performance Guarantee in the form prescribed at Annexure 7.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(SIGNATURE)

PRINTED NAME :

DESIGNATION :

SEAL :

DATE :

PLACE :

BUSINESS ADDRESS:

ANNEXURE-5
PROFORMA FOR PRICE BID

The Details of the contract price for implementation of Driving Licenses and Registration Certificate on Smart Cards as per the specifications at all the 58 RTO's / 49 UOs of Transport Department, Tamil Nadu.

SL.NO.	PARTICULARS	Total no. of cards	Rate per card	Total amount	Total Amount (in figures)
	Driving licences				
1	Fresh				
2	Conversion of existing licence				
	Registration certificates				
1	Fresh				
2	Conversion of existing Registration certificate				
	Grand Total				

DATE : SIGNATURE:

PLACE : NAME :

COMPANY SEAL :

The bidder shall quote the Unit rates for DL and RC separately. For the quantity indicated the total value for both DL and RC will be arrived at. Whoever has quoted the lowest total value (DL and RC) will be evaluated as L1 irrespective of individual L1 rate for DL and RC. In other words the grand total value will be taken as basis for the arriving at the lowest bid.

**SECTION VIII
CONTRACT FORM**

ANNEXURE-6
FORM OF AGREEMENT

THIS AGREEMENT made at _____ on this _____ day of _____ between THE GOVERNMENT OF TAMIL NADU, exercising the executive power of the Government of the State of Tamil Nadu hereinafter referred to as the "the Government" (which expression shall unless it be repugnant to the context or meaning thereof be deemed to include his successors in office and assigns) of the One Part and

In case of individual-

(1) Shri/Smt./Ku. _____ son/wife/daughter of _____ sole proprietor of M/s. _____ Indian inhabitant, residing at _____

In case of partnership firm-

(2) (i) _____ and
(ii) _____ and
(iii) _____ carrying on business in partnership of _____ in the firm name and style of _____ at _____

In case of Limited company-

(3) M/s. _____ Limited, a company registered under the companies Act, 1956 (I of 1956)/Indian Companies Act, 1913 (VII of 1913) a Company having the incorporated office at _____ hereinafter to as "the Bidder" (which expression shall unless repugnant to the context or meaning thereof shall include its administrators, successors and assigns) of the Other Part and

WHREAS The Government invited bids for undertaking the work of _____ hereinafter referred to as "the project", permitting the private company to invest in the Project against the payment of contract price, for every Driving Licence and Registration Certificate processed and printed using the project facility, accepted by the Government, as per Notice Inviting Bids No. _____ Dated _____ issued by the /Transport Commissioner, Tamil Nadu State, Chennai.

AND WHEREAS pursuant to the said Bid Notice, dated _____ M/s. _____ the Bidder/s has Interalia submitted his/their bid for the project which has been accepted by the Government on the terms and conditions contained hereunder *the Government vide its letter No. _____ dated _____ forwarded the acceptance letter to the entrepreneur.*

AND WHEREAS the bidder has deposited with the Government performance guarantee as required by the bid documents, the bidder is required to enter into an Agreement with the Government in connection with execution of the project, being in fact these presents.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The contract documents shall be deemed to form and be read and construed as a part of this Agreement (all these documents and letters are hereinafter collectively referred to as "Contract Documents").

2. Other documents such as additional details of the proposal, National Savings Certificate towards bank guarantee towards performance guarantee and other correspondence between the Government and the bidder are attached therewith, as Reference Documents.

3. The words and expressions used in this Agreement, shall have the same meaning as are respectively assigned to them in the contract documents.

4. In consideration of the Government, having agreed to allow the Bidder to claim a contract price upon execution of an Agreement, both hereby agree.

To duly execute and complete the project in all respect entirely at the cost of the Bidder and strictly in accordance with standards and specifications as provided in the contract documents under the technical control and supervision of the Department and within the time limits specified therein.

To duly observe and perform all the terms and conditions in the contract documents.

To duly carry out necessary maintenance and repairs to the project strictly in accordance with specifications for maintenance as provided in the contract documents and keep the project in proper condition and standard, till the project is finally handed over to the Government at the end of the contract period.

To hand over physical possession of the Project facility alongwith all existing equipment and database together with backup all in good condition to the Government at the end of the contract period.

IN WITNESS whereof the Governor of Tamil Nadu has caused (Name and Designation of the Officer) to set his hand and affix his official seal hereto for and on his behalf and the Entrepreneur/s above named has/have hereto set his hand/their respective hands/the common seal of the

Entrepreneur has been hereunto affixed, on the day, month and year first herein above written.

SIGNED, SEALED AND DELIVERED BY

Shri _____(Name)

Bidder

The /Transport Commissioner,
Transport Department,
Chepauk, Chennai-5.

FOR AND ON BEHALF OF THE GOVERNOR OF TAMIL NADU IN THE PRESENCE OF

1. _____
2. _____

SIGNED SEALED AND DELIVERED BY

Shri/Smt/Kum. _____

The Bidder within named in the presence of

1. _____
2. _____

SIGNED, SEALED AND DELIVERED BY

1. _____
2. _____
3. _____

THE Bidder within named, being the present partners of the firm of M/s. _____ in the presence of _____

1. _____
2. _____

The Common seal of the _____ company limited was pursuant to the Resolution of the Board of Directors of the said Company passed at its meeting duly covered and held on the _____ Day of _____ hereto affixed in the presence of-

1. _____ and
2. _____

Note:- To be finalized in accordance with the provisions for affixing the seal made in Memorandum and Articles of Association of the Company.

Two Directors/a Director and Secretary of the Company who in token thereof has have hereto set his hand/their respective hands in the presence of-

1. _____ and
2. _____

Bidder

**The Transport Commissioner,
Transport Department,
Chepauk, Chennai-5.**

SECTION IX
PERFORMANCE SECURITY FORM

ANNEXURE-7

PERFORMANCE BANK GUARANTEE

To:

_____ [name of Employer]
_____ [address of Employer]
_____ [name of Contract]

Whereas _____ [name and address of contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ (name of Contract and brief description of works) (herein after called "the Contract")

And WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

Now, therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, upto a total of _____ (amount of guarantee) _____ (in words), such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon first written demand and without cavil or argument, any 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 for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of Works 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 release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall remain valid until 7 Calendar months from the date of issue of certificate of completion.

Signature and seal of the guarantor: _____

Name of Bank/Financial Institution: _____
Address: _____
Date: _____

An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract including additional security for unbalanced Bids, if any and denominated in Indian Rupees

**SECTION X
PERFORMANCE STATEMENT**

ANNEXURE-8
FIRM'S EXPERIENCE AND DESCRIPTION

1. Name of the firm :
Reference other details
and Year of Establishment

2. Address of Office :

3. Telephone No.(s)/Mobile No

4. Fax No.(s) 5. E-mail Address:

6. Sectors to which the firm provided
Services of printing SCOSTA
Smart card
Quantity of Smart card supplied : &
value in Rupees :

(Separate details for each sector should be furnished)

7. Names and addresses of the
Affiliated Firms and their core
Competencies

8. Annual Turnover of the Bidder in last 3 years	Year
	2007-2008
	2008-2009
	2009-2010

9. List of key personnel together with their professional qualifications and experience.

As of this date the information furnished in all parts of this form is accurate and true to the best of my knowledge

(NAME AND DESIGNATION
OF THE PERSON SIGNING)

(SIGNATURE)

(DATE)

ANNEXURE-9
FIRM'S EXPERIENCE

(INDICATE PROJECTS RELATING TO SMART CARD BUSINESS)

(SEPARATE SHEET FOR EACH PROJECT) PAGE.....OF.....

Name & Address of the Client

Title of project Start Date:

Completion Date:

No. of Professional man-months of Services provided for the project Approx. Value of services

Type of services Provided for the project

Volumes handled in terms of cards/day

Security features incorporated

Material specifications and the technology used

Specify any special features of the project, which The Bidder may like to specify

Name, Title & Address of the Client's person who Can be contacted

ANNEXURE-10

TO WHOM SO EVER IT MAY CONCERN

It is to certify that _____ has
satisfactorily completed the work of
using SCOSTA based Smart Cards. The details are given as under

1. Full Address of Firm
Which place the order:
2. Order No. & Date :
3. Description and Quantity of order:
4. Value of order:
5. Date of completion of Delivery:
6. Satisfactory Certificate:
(Attach a certificate as proof)

(i)Telephone/Fax No.(s)/E-mail Address

Signature and seal of the bidder:

ANNEXURE-11
MANUFACTURER'S AUTHORIZATION FORM

No. _____

Dated _____

The Transport Commissioner,
Transport Department,
Chepauk, Chennai-600 005.

Ref. Tender No. _____

Sir,

We _____ who are established and reputed

Manufacturers of

having factories at

_____ (Name and

Address of Agent) to submit a bid and subsequently negotiate and sign the contract with you against the above bid.

Against _____

We hereby extend our full guarantee and warranty as per the condition of the Tender Document for the goods and services offered by the above firm against this tender during entire period of the contract.

The copy of the MoU is attached.

Encl.:

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letter head of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturers. The Bidder in its bid should include it. It should be submitted in original.

ANNEXURE-12
BANKER'S CERTIFICATE FOR INVESTIBLE FUNDS

Ref.: _____

Date:

The Transport Commissioner,
Transport Department,
Chepauk, Chennai-600 005.

In response to the Tender No. _____ Dt. _____
of the Motor Vehicle Department for providing Hardware, Software and
other services included in the Scope of work therein, this is to certify
that _____ (Name of bidder) is having balance of
Rs. _____ in their account and are capable of investing funds to
the _____ extent _____ of
Rs. _____ (Rupees _____) for the
said project.

DATE :

PLACE :

SIGNATURE:

.....
(BANK COMMON SEAL)

ANNEXURE-13
PROFORMA FOR BIDDER'S AUTHORISATION CERTIFICATE

TO:

The Transport Commissioner
Transport Department
Chepauk Chennai-600 005.

<Bidder's Name> _____

<Deisgnation> _____

Is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of reference **<Tender No. & Date>** _____. He is also authorized to attend meeting and submit technical and Price information as may be required by you in the course of processing above said tender.

Authorised Signatory

Specimen Signature of Authorized person

- 1.
- 2.

Certified by the Authorized Signatory

<Supplier's Name>

Seal

**ANNEXURE-14
TECHNICAL CONSULTANTS**

1. Qualification

The individual nominated as a Technical Consultant shall broadly have the following qualification

Senior Technical Consultant	Technical Consultant
Master of Computer Application (MCA) or B.E. /B.Tec., in computer science /electronics /Information Technology or M.Sc. in Computer science /Information Technology / MIS	BSc., in computer Science/Information Technology/ MIS or B.E. Mechanical /Civil/ Instrumental/Bio Technology and a computer training Certificate from a reputed training in state or Any degree and one year continuous computer training certificate from a reputed training in state

2. Number of Technical Consultants

The number of senior and junior Technical Consultant to be nominated for the Transport Offices shall be as under;

Transport office	Senior Technical Consultant	Technical Consultant
Commissioner for Transport	1	1
Joint Commissioner for Transport	-	-
State transport Authority	1	-
Each District offices	1	-
Each RTO/UO Offices	-	1

ANNEXURE-15

Online Inventory Management System

This shall have a friendly interface where the System Administrator can input the details of all the consumables received utilized and required, update the status of the requisitions. The status related reports provided by this system would enable to track closure of requisition.

The entire software shall be designed to work in a multi- user, web- based environment.

It shall be developed using ASP.NET, C#, ADO.net as front end and SQL-Server2000 EE RDBMS as the back- end.

1.1 Product Features

a. The features are:

- Menu driven user- friendly interface.
- Simple screen design for easy data entry.
- Built- in data validation checks.
- Provides authorization checks for data access.
- Allows Multi- user data entry and ensures data integrity.

b. The facilities provided should enable

- The user to record the details of the requests
- All the standard reports prescribed and various statistical reports to be generated.
- Comprehensive search facility to track the requests
- Pendency of requests at all the levels be easily obtained
- Complete request movement history to be recorded.

C. Important functionalities should be as given below

(i) Request Register / Update

- Registering by System Administrator
- Registered status updation by PPP Partner/ technical Consultant
- Registration Search.
- Update reply for registered requests by PPP Partner

(ii) Reports

- Registered requests.
- Unattended requests.
- Statistical report for requests.
- Calculations of Deductions for Non- Performance.

ANNEXURE-16
List of Consumables

1. The annual requirement of consumables for STA/ all RTO and UO

SL. NO	Consumables	Requirement per year		
	General Computer Stationery	STA	RTO	UO
1	A4 size paper sheets (Xerox)			
2	Adhesive stickers (12 X 4 cm)			
3	Backup Media			
a	Read- write CD / DVD			
b	CD / DVD drive cleaning kit			

Table 7.2

SL. NO	Printer / Ribbons cartridges	Requirement per Year per printer	
		New	Refill
a	80 column Printer		
B	132 / 136 column Printer		
C	Mono Laser Printer		

2. The quantity of consumables to be provided would be as per the Annual Supply Schedule provided by the Transport Department. Any variance would be intimated by the Transport Department. The inventory of Consumables, requirement for additional supply etc would be managed through the inventory Management System. The software framework for the same has been provided.

ANNEXURE-17
Brief Outline for Technical Presentation

1. About the Company & Partners
 - Corporate Structure – BoD, Memorandum of Association etc.
 - Financial Structure – Balance Sheets, Fund flow etc.
 - Technical Profile – Manpower, infrastructure etc.
2. Details about similar projects executed by the bidder.
3. Bidder understanding about.
 - Transport Department
 - BOOT Project
4. Experience on Smart Card based Projects.
5. Project funding – Plan, Strategy, Resource mobilization.
6. Project implementation methodology.
 - Site
 - Electric & Data Cabling
 - Power backup arrangements
 - Furniture & Fixtures
 - Consumables
 - Training to operational manpower
 - Training to Departmental staff
7. Proposed Networking solution
8. Proposed implementation plan with time schedules for each activity.
9. Risk factors and fall back arrangements.
10. Integration Methodology
11. Data Security Scheme to be adopted.
12. Manpower deployment plan with minimum qualification
13. Quality Standards being followed by company with respect to ISO-9001, ISO 27001 etc.

SECTION-XI
CONTACT NAME AND ADDRESS

ANNEXURE-18

CONTACT NAME AND ADDRESS

SI No.	Name of the Office	Address	Phone No.	Email Address
1	R.T.O.Coimbatore (South)	100 HMS Kalyanamahal, Peelamedu, Coimbatore-4	0422-2564477	rtotn37@tn.nic.in
2	R.T.O.Coimbatore (North)	No 337,Vellakinar Road, Near CTC Colony, Thudiyalur,	0422-2248449	rtotn38@tn.nic.in
3	R.T.O.Coimbatore (Central)	Dr.Balasundaram Road, Coimbatore-18.		Rtotn66@tn.nic.in
4	R.T.O.Tirupur(North)	D.No.640/616, K.Block, Khadi Board, Kumar Nagar, Tirupur	0421-2473545	rtotn39@tn.nic.in
5	RTO Tiruppur (South)	Regional Transport office, Tiruppur.		
6	R.T.O. Pollachi	Udumalai Road, Pollachi 642 001	04259-225159	rtotn41@tn.nic.in
7	Unit Office, Udumalmet	Gandhi Nagar, Udumalpet-642 154	04252-226633	rtotn41v.tn.nic.in
8	R.T.O.Mettupalayam	5/611A&611B, Suthanthirapuram, Karamadai Road, Mettupalayam 641 301	04254-226330	rtotn40@tn.nic.in
9	Unit Office, Avinasi	5/296 Main Road, Kaikattipudur Po, Avinashi Taluk	04296-272252	rtotn40.tn.nic.in
10	R.T.O.Ooty	Coonoor Road, Ooty-1	0423-2443950	rtotn43@tn.nic.in
11	Unit Office, Gudalur	No.12/71 AB Manguzhi, Gudalur	04262-263800	rtotn43z.tn.nic.in
12	R.T.O.Erode	Kollikattumedu Karur Road Chinnampalayam Post Nanjai Uthukuli Erode	0424-2271111	rtotn33@tn.nic.in
13	Unit Office, Bhavani	Gounder Thirunama Mandapam, NGGO Colony, Juruppanaikempalayam, Panchayat Bhavani 638 301		rtotn36w.tn.nic.in
14	R.T.O.Gobichettipalayam	Old. No.248, 249 New No.117-A, 117B Sathy Main Road, Opp.Court Complex, Gobi	04285-222922	rtotn36.tn.nic.in
15	Unit Office, Sathiyamangalam	Sathi-Kovai main Road, Shenagapurur, Sathy	04295-231447	rtotn36x.tn.nic.in
16	R.T.O.Perundurai	TMLT Building, Bhavani Road,	04294 222779	rtotn56.tn.nic.in
17	Unit Office, Dharapuram	D.No.13, Town Alangiyam Road, Dharapuram	04258-224445	rtotn56z.tn.nic.in
18	Unit Office, Kangeyam	76 Dharapuram Main Road, Kankeyam	04295-233397	rtotn56y.tn.nic.in
19	R.T.O. Madurai (North)	TNSETC Complex, Melur Road, Madurai-625 007	0452-2569181	rtotn59@tn.nic.in

20	Vadipatti	Door No.7-2-9, Neerathan Village, Vadipatti.		Rtotn59v@tn.nic.in
21	Unit Office, Melur	258 Sivagangai Road, Malampatti, Melur	0452-2418100	rtotn59z@tn.nic.in
22	R.T.O. Madurai South)	TNSTC Complex, Bye Pass Road, Madurai 625 016	0452-2381560	rtotn58@tn.nic.in
23	Thirumangalam	Survey No.30/8 and 30/9, Poonga Nagar, Aalampatti Thirumangalam.		Rtotn58z@tn.nic.in
24	Madurai (Central)	SETC Madurai Depot, Melur Road, Madurai-625000		rtotn66@tn.nic.in
25	R.T.O.Dindigul	Thadikombu Road, Near Collectorate, Dindigul 624 004	0451-2460223	rtotn57@tn.nic.in
26	Oddanchathiram	Door No.485/F/8, Kairasi Nagar, (Backside of Reliance Petrol Bunk), Palani Road, Oddanchatram		Rtotn57r@tn.nic.in
27	Unit Office, Palani	Dindigul Road, Palani 624 004	04545-251393	rtotn57z@tn.nic.in
28	Unit Office, Batlagundu	Madurai Road, Batlagundu 624 202	04543-263616	rtotn57y@tn.nic.in
29	R.T.O.Periyakulam	Kallipatti, Periyakulam 625 601	04546-231565	rtotn60@tn.nic.in
30	Unit Office, Uthamapalayam	RDO Office Building (1 st Floor), Indira Nagar, Uthamapalayam 623 355	04554-267998	rtotn60z@tn.nic.in
31	R.T.O.Virudhunagar	Opp.Collectorate Complex, Soorakundi, Viridhunagar	04652-252089	rtotn67@tn.nic.in
32	Unit Office, Sivakasi	12/W734 Ground Floor, Viridhunagar, Road, Tiruthangal, Sivakasi 626 124	04562-230023	rtotn67u@tn.nic.in
33	Unit Office, Srivilliputhur	M.P.Karisalkulam, Rajapalayam Road, Mamsapuram Road, Srivilliputhur 626 110	04563-226299	rtotn67z@tn.nic.in
34	Unit Office, Karaikudi	Door.No.7, Subramaniapuram Sixth Street, Karaikudi.	04565/227879 - 04565/230789(fax)	rtotn63z@tn.nic.in
35	R.T.O.Ramnad	Rameswaram Main Road, Bharathinagar, Ramnad 623 503	04567-230722	rtotn65@tn.nic.in
36	Unit Office, Paramakudi	Madurai, Manamadurai Road, Vasanthapuram, Paramakudi 523 707	04564-225345	rtotn65z@tn.nic.in
37	R.T.O. Salem (East)	4-127 EB Quarters, Attur Bye Pass Road, Seelanaickenpatti, Salem 636201	0427-2465346	-
38	Unit Office, Attur	Block 17, Therku Kadu, LPGR Nagar, Attur 636 102	04282-251616	rtotn54z@tn.nic.in
39	R.T.O. Salem (West)	R.R.Kalyana Mahar, 3-24 R.R.Fairlands, Kondalampatty Bye-pass, Salem	0427-2274440	rtotn30@tn.nic.in
40	Unit Office, Omalur	2068 TVS Nagar, Tharamangalam Road, Omalur, 676 455	04290-220999	-

41	R.T.O. Namakkal	Collectorate complex, (Opp.) Traveler's Bungalow, Tiruchengode Road, Namakkal 637 003	04286- 280885	rtotn28@tn.nic.in
42	Paramathivelur	S.P.No.203/1 B2, Paramathi-velur Main Road, Paramathi Special Panchayat, Paramathi-velur.		rtotn28y@tn.nic.in
43	Unit Office, Rasipuram	Salem Namakkal Road Andagalur Gate, Rasipuram 637 041	04287- 231554	rtotn28z@tn.nic.in
44	R.T.O. Sankari	3-3-12A Salem Main Road, Jaggery Co-operative Society Building, Sankari 637 003	04289- 242440	rtotn52@tn.nic.in
45	Unit Office, Mettur	Goods Shed Road Mettur (R.S) 636 402	04298- 223590	rtotn52z@tn.nic.in
46	R.T.O.Tiruchengode	A.K.S.Building, Erode Main Road, Varagurampatti Tiruchengode 637 211	04288- 282322	rtotn34@tn.nic.in
47	R.T.O.Dharmapuri	Collectorate (PO) Dharmapuri 636 705	04342- 230907	rtotn29@tn.nic.in
48	Unit Office, Harur	Sindalpadi Road, Harur 636 903	04346- 221414	rtotn29z@tn.nic.in
49	R.T.O.Krishnagiri	61 A Bypass Road, TNHB Phase-I Krishnagiri 635 001	04343- 225555	rtotn24@tn.nic.in
50	Unit Office, Hosur	Unit Office, SIPCOT (PO) Hosur 635 126	04344- 278266	rtotn24z@tn.nic.in
51	R.T.O. Tirunelveli	110, Jawahar Nagar, NGO "B" colony, Tirunelveli	0462- 2555255	rtotn72@tn.nic.in
52	Unit Office, Valliyur	12-A Earvadi Main Road, Valliyuur	04637- 223352	rtotn72z@tn.nic.in
53	R.T.O.Nagercoil	583,Ethamozhi Road, Pattashalaianvilai, Nagercoil,	04652- 265056	rtotn74@tn.nic.in
54	R.T.O.Marthandam	11/96 Trivandrum Road, Vellee Vilagam, Marthandam, Vilavancode	04651- 274977	rtotn74z@tn.nic.in
55	R.T.O.Tuticorin	Collectorate, Korampallam, Tuticorin	0461- 2341020	rtotn69@tn.nic.in
56	Unit Office, Kovilpatti	5/315 Kadalaiyoor Main Road, Kovilpatti	04632- 223455	rtotn69y@tn.nic.in
57	Unit Office, Thiruchendur	30 Teachers Colony, Kumarapuram, Thiruchendur	04639- 242100	rtotn69z@tn.nic.in

58	R.T.O.Tenkasi	57, Madurai Road, Tenkasi	04633- 280149	rtotn76@tn.nic.in
59	Unit Office, Sankarankoil	493 Veeramani Nagar, NGO Colony, Sankarankoil	04636- 226600	rtotn76z@tn.nic.in
60	R.T.O. Karur	136, Dindigul Road, Thanthondium Salai, Karur 639 005	04324- 255099	rtotn47@tn.nic.in
61	Unit Office, Kulithalai	No.278M/6, 8 th cross st., Anna Nagar, Kulithalai 639104	04323- 223344	rtotn47z@tn.nic.in
62	R.T.O.Perambalur	Chennai-Trichy National Highway (NH45),Thanneerpandal(PO) Elambalur, Perambalur Dist.		rtotn46@tn.nic.in
63	R.T.O. Srirangam	No.51/1 Trunk Road, Tiruvanaikoil, Srirangam, Trichy Dist.	0431- 2231993 0431- 2231995	rtotn48@tn.nic.in
64	Thuraiyur	Door No.1282/F, M.P.S.Complex, Thuraiyur- Musiri Main Road, Madurapuri Village, Thuraiyur		Rtotn48z@tn.nic.in
65	R.T.O. Pudukottai	No.5.Kalnaramapuram Ex.Servicemen Welfare Association Office Compound, Pudukottai	043222- 2211618	rtotn55@tn.nic.in
66	Aranthangi	No.2/87, Avudaiyar Koil Road, (Upstairs) Near Govt. Polytechnic, Aranthangi.		rtotn55z@tn.nic.in
67	R.T.O. Thiruvarur	Collector Office, Thiruvarur	04366- 221261	rtotn50@tn.nic.in
68	Unit Office, Mannargudi	MVI Office, Manaargudi	04367- 227127	rtotn50z@tn.nic.in
69	R.T.O. Nagapattinam	1298.Kadambadi, Nagapattinam	04365- 249477	rtotn51@tn.nic.in
70	Unit Office, Mayiladuthurai	3/274 Kaliparanjothipuram, Srinivasapuram, Mayiladuthurai	04364- 252391	rtotn51z@tn.nic.in
71	R.T.O. Thanjavur	Vallam Road, Pillaiyurpatty post, Thanjavur - 613 403.	04362- 227358	rtotn49@tn.nic.in
72	Unit Office, Pattukottai	MVI Office, Pattukottai	04373- 235944	
73	Unit Office, Kumbakonam	M.V.I.Office, No.10.Arokiasamy nagar, Kumbakonam		
74	R.T.O. Trichy	Near Ulavar Sandhai, Anna Nagar,Trichy 620 017	0431- 2793435	rtotn45@tn.nic.in
75	Ariyalur	Kallakurichi Mela Theru, Ariyalur Main Road, Ariyalur-621704		rtotn61@tn.nic.in
76	Unit Office, Manapparai	1/512 Vadakipattim, Seekampatti, F.Kilayur,Manapparai312	04332- 261601	
77	Unit Office, Thiruverumbur	Elite Theatre complex, Navalpattu Road,Thiruverumbur	0431/25102 5	

78	R.T.O.Vellore	Plot.No/482, Part-II,Sathuvachari, Vellore-632009	0416 - 2252040	rtotn23@tn.nic.in
79	Unit Office, Gudiyatham	Old No.177, New No.55-A, Railway Station Road, Sethukarai,Gudiyatham-632 602	04171-225200	rtotn23t@tn.nic.in
80	Unit Office, Vaniyambadi	Marketing Committee, Janathapuram, Chettiappanur PO, Vaniyambadi 635 751	04174-224977	rtotn23y@tn.nic.in
81	Unit Office, Ranipet	5/97 Barathi Nagar, Ranipet 632 403	04172-246749	rtotn23z@tn.nic.in
82	Unit Office, Arakkonam	5/48-A Vallalar Street, Jothi Nagar, Arakkonam 631 001	04177-236700	
83	R.T.O.Villupuram	Master Plan Complex, Opp. Collector's Office, Villupuram 605 602	04146-223626	rtotn32@tn.nic.in
84	Unit Office, Tindivanam	18 th First Street, Jayapuram, Tindivanam 604002	04147-222098	rtotn32z@tn.nic.in
85	Unit Office, Ulundurpet	34/1 Murugabhavanam, Vridhachalam Rd, Ulundurpet - 107	04149-222250	rtotn32y@tn.nic.in
86	Virudhachalam	Ko. Ponneri, Chidambaram Road, Near By-pass Road, Virudhachalam		Rtotn31v@tn.nic.in
87	Unit Office, Neyveli	4.Gangaikondan Colony Mandharakuppam, Neyveli 607 802	04142-263322	rtotn31y@tn.nic.in
88	Unit Office, Chidambaram	20/1 K.M.S.Building Cuddalore Maind Road, Vandigate, Chidambaram 608 001.	04114-230816	rtotn31u@tn.nic.in
89	R.T.O. Thiruvannamalai	New No.218, Old No.58D, Tindivanam Road, Thiruvannamalai.	04175-253366	rtotn25@tn.nic.in
90	Unit Office, Arani	115/3 Vellore Rd, Rathinamangalam, Savoor Post, Arani 632 316	04173-228566	rtotn25z@tn.nic.in
91	R.T.O.Chennai (East)	No.6,Paper Mills Road, Basin Bridge, Pulianthope, Chennai 600 012.	26670993 26670663	rtotn04@tn.nic.in
92	Sholinganallur	No.275, Old Mahabalipuram Road, (Survey No.494/2A 2) Sholinganallur, Chennai 600 119		Rtotn22y@tn.nic.in
93	R.T.O. Chennai (West)	1. Bharathidasan Colony, K.K.Nagar, Chennai 600 078	24898240 24894466	rtotn09@tn.nic.in
94	R.T.O. Chennai (Central)	No.4.Anderson Road, Ayanawaram, Chennai 600 023	26445767 26445959	rtotn01@tn.nic.in
95	R.T.O. Chennai (North)	No.10,A/4, 1 st Cross Road, M.K.B.Nagar, Vyasarpadi, Chennai 600 039	26732525	rtotn05@tn.nic.in
96	R.T.O. Chennai (North West)	Plot.3623, G-17, New Avadi Road, Anna Nagar, Chennai 600 102	26215969 26287121	rtotn02@tn.nic.in
97	R.T.O. Chennai ((South West)	No.315 Kamarajar Salai, Alwar Thirunagar, Chennai 600 087	24867733 24867744	rtotn10@tn.nic.in
98	R.T.O. Chennai (North East)	No.147 Balakrishna Street, T.H.Road, Chennai 600 081	25911133	rtotn03@tn.nic.in
99	R.T.O. Meenambakkam	No.1, New Street, Alandur Municipality Building, Alandur, Chennai 600 016	22325555	rtotn22@tn.nic.in

100	Unit Office, Tambaram	No.58, Old State Bank Colony Road, West Tambaram, Chennai 600 045	22386666	rtotn22z@tn.nic.in
101	R.T.O. Thiruvallur	Collectorate Complex Annex, Thiruvallur 602 001	27663333	rtotn20@tn.nic.in
102	Unit Office, Poonamallee	No.6943, Bye-Pass Road, Poonamallee, Chennai 600 056	26495595	rtotn20y@tn.nic.in
103	Unit Office, Redhills	4/87 Sri Samundeeswari Complex, Bye-Pass Road, Redhills, Chennai -52	26310636	rtotn20z@tn.nic.in
104	R.T.O. Kancheepuram	Chennai-Bangalore High Road, (opp. to Aringar Anna Government Cancer Hospital) Karapettai, Kancheepuram 631 552	27264277	rtotn21@tn.nic.in
105	RTO, Chengalpattu	No.79-B First Main Road, Anna Nagar, Chengalpattu 603 001	27430776	Rtotn19@tn.nic.in
106	Madurantagam	161, Old Mambakkam, Madurantagam Taluk. 603 306		Rtotn19x@tn.nic.in
107	R.T.O.Triplicane	No.17 R.K.Nagar, IIrd Cross Street, Mandaveli, Chennai 600 028	24610405	rtotn07z@tn.nic.in

SECTION-XII
FORMS FOR DRIVING LICENCE AND REGISTRATION CERTIFICATE

Annexure 19

FORM 7
(See Rule 16(2))

Form for Driving Licence(Laminated /Smart Card Type)

VISUAL INSPECTION ZONE

Driving Licence No.....

Date of Issue.....

Valid till(Non-Transport).....Valid Till (Transport).....

Name.....(Surname).....(Given name).....(Middle name).....

Son/Daughter/Wife of

(Surname).....(Given name).....(Middle name).....

Address(Current).....

Date of Birth.....(Date).....(Month).....(Year).....

Authorisation to drive the following vehicle class throughout India

(i) Class of vehicle

(ii) Issue Date(d-mm-yyyy)

Badge Number.....

Blood Group and Rh Factor of the Driver.....

Specimen Signature /thumb impression of the licence holder.....

Signature of the Issuing Authority.....

Identification of Issuing Authority.....

Note:- The provision for security features like the ghost image and / or the hologram would be provided in the Visual Inspection Zone of the Licence by the concerned State Government. Card Serial number will be printed by card manufacturer on the back side upper left corner of the card.

MACHINE READABLE ZONE

The concerned State Governments will provide the following features in the licence, in Machine Readable Zone

Chip Serial Number.....

Driver Licence No.....

Date of Issue.....

Valid till(Non-Transport).....Valid Till (Transport).....

Name.....(Surname).....(Given name).....(Middle name).....

Son/Daughter/Wife of

(Surname).....(Given name).....(Middle name).....

Address(Current).....

Date of Birth.....(Date).....(Month).....(Year).....

Class of vehicle

Respective Date of Issue.....

Short name of the Authority conducted Driving

Test for respective class of vehicle as above.....

Respective Date of issue

Designation of the Authority conducted Driving

Test for respective class of vehicle as above

Identification of Issuing Authority.....

Endorsement details(Provision will be made to accommodate the details of
10 Endorsements with following details)

- Endorsement/ Challan Number
- Endorsement/ Challan Date.....
- ID Code of Authority of Endorsement
- Section /Rule /Proceeding No.(Provision for 10 Sections/ Rules)
.....
- Fine.....
- Disqualification Period from (dd-mm-yyyy)
- Disqualification Period to (dd-mm-yyyy)
- Settlement /Review Date (dd-mm-yyyy)
- Settlement/ Review Authority ID.....

Badge Details

- Badge Number
- Valid till
- Authorisation Number
- Authorisation Date

Annexure 20
- RC - CMVR1

[FORM 23A]
(See rule 48)

CERTIFICATE OF REGISTRATION (IN ELECTRONIC MEDIUM AS SMARTCARD, ETC.)

Particulars to be printed on the Visual Inspection Zone of Smart Card

Contents of Visual Inspection Zone

Certificate of Registration

- 1. Name of State Transport Department
- 2. Card Serial Number
- 3. Vehicle Registration Number
- 4. Registration Date (In dd-mm-yyyy)
- 5. Owner's Details:
 - 5.1. Name
 - 5.2. Son/Wife/Daughter of
 - 5.3. PAN Number
- 6. Vehicle's Details:
 - 6.1. Name of Manufacturer
 - 6.2. Date of Manufacture (In dd-mm-yyyy)
 - 6.3. Vehicle Model
 - 6.4. Color
 - 6.5. Fuel
 - 6.6. Vehicle Class
 - 6.7. Body Type
 - 6.8. Owner Serial (Optional)
 - 6.9. Chassis Number
 - 6.10. [Engine Number or Motor Number incase of
Battery Operated Vehicles]
 - 6.11. Previous Registration Number
- 7. Signature of Issuing Authority

Contents of Machine Readable Zone

1. Serial Number: Unique serial number, which may be chip number and should be different than the Card Serial number as mentioned in Section (2) above. This number can be used for deriving security keys etc.

2. Registration Details

Registration Number	10 characters
Registration Date	8 characters
Purchase Date	8 characters
Owner Name	40 characters
Father Name	40 characters
Mother Name	40 characters
Owner Current Address (35 + 35 + 35 + 25(city) + 6 (pin code))	136 characters
Owner Permanent Address (35 + 35 + 35 + 25(city) + 6 (pin code))	136 characters
Owner Serial No	2 digit
Ownership Type	20 characters
Registration Type (N, A, O, D)	1 characters
Vehicle Class	30 characters
Maker/Manufacturer	50 characters
Model	50 characters
No of Cylinder	2 digits
Horse Power (format 99999.99)	8 digits
Seating Capacity	3 digits
Standing Capacity	3 digits
Sleeper Capacity	2 digits
Unladen Weight	6 digits
Laden Weight	6 digits
Wheelbase	6 digits
Cubic Capacity (format 99999.99)	8 digits
Floor Area (format 999.999)	7 digits
Fuel	15 characters
Chassis No	30 characters
Engine No	30 characters
Body Type	25 characters
Color	25 characters
Manufacturing Month & Year (mmyyyy)	6 characters
Registration Validity	8 characters
Dealer Name	30 characters
PAN No	10 characters
Sale Amount	9 digits
Laser Code	10 characters

Pollution Norms	20 characters
Height	5 digits
Length	5 digits
Width	5 digits
AC Fitted (Y/N)	1 character
Video Fitted (Y/N)	1 character
Audio Fitted (Y/N)	1 character
Registering Authority Name	30 character
Owner Signature	

3. Additional Details of Transport Vehicles

Front Axle (Number, Description and Size of Tyre)	16 characters
Rear Axle (Number, Description and Size of Tyre)	16 characters
Tandem Axle (Number, Description and Size of Tyre)	16 characters
Other Axle (Number, Description and Size of Tyre)	16 characters
Front Axle Weight	6 digits
Rear Axle Weight	6 digits
Tandem Axle Weight	6 digits
Other Axle Weight	6 digits

4. Additional Details of if Attached Trailer (Maximum 3) / Vehicle :

First Attached Trailer Registration Mark	10 characters
Second Attached Trailer Registration Mark	10 characters
Third Attached Trailer Registration Mark	10 characters
Linked Vehicle Registration Mark	10 characters

5. Tax Payment Details : X 20

Tax Type (58:Road Tax, 59:Additional/Special Road Tax)	3 digits
Amount	8 Digits
Fine	8 Digits
Payment / Exemption Period From in ddmmYYYY	8 Characters
Payment / Exemption Period To in ddmmYYYY	8 Characters
Payment / Exemption Date in ddmmYYYY format	8 Characters
Tax Mode	1 Character

(L – Life Time, O – One Time, Y – Yearly, H – Half Yearly
Q – Quarterly, M – Monthly, E – Exempted, S - Lumpsum)

If Tax Mode is "E", then Payment Period From/To above will indicate Exemption From/To

Receipt No.	11 Characters
-------------	---------------

6. Insurance Details

Name of Company	40 Characters
Policy/Covernote Number	25 Characters
Validity in ddmmyyyy format	8 Characters
Type	1 Character

7. Hypothecation Details X 4

Hypothecation Type (HP – Hire Purchase, HT – Hypothecation, LA – Lease Agreement)	2 Characters
Name of Financier	40 Characters
Address (In 4 Lines) (35 + 35 + 35 + 25(City) + 6(PIN))	136 Characters
Hypothecated From in ddmmyyyy format	8 Characters
Hypothecated To in ddmmyyyy format	8 Characters

8. Pollution Under Control Details

Checking Centre	40 Characters
Checking Center Add (35 + 35 + 35 + 25(City) + 6(PIN))	136 Characters
PUCC Certificate No	20 Characters
Validity in ddmmyyyy format	8 Characters

9. Fitness Details

Validity in dd/mm/yyyy format	8 Characters
Officer Name	40 Characters
Location	20 Characters

10. Challan Details X 40

Challan no	10 Characters
Accused category (D – Driver, C – Conductor, O – Owner)	1 Character
Section (Code Only) X 5	10*5 Chars.
Challaning Officer Name	40 Characters
Location	30 Characters
Date & Time in ddmmyyyy /hh-mm format	16 Characters
Disposing Officer Name	40 Characters
Penalty	8 Digits
Receipt No	11 Characters

11. Permanent Permit Details

Permit Number	25 Characters
Permit Type (Description)	30 Characters

Permit Issuing Authority Name	30 Characters
Validity From in ddmmyyyy format	8 Characters
Validity Upto in ddmmyyyy format	8 Characters
Replacement Date in ddmmyyyy format	8 Characters
Area (e.g. Local, Distt, Region, State etc.)	90 Characters
Route From	30 Characters
Route Upto	30 Characters
Stages	200 Characters
Route Length	5 Digits
No. of Trips per day	2 Digits
Holder's Name	40 characters
Holder's Father Name	40 characters
Holder's Mother Name	40 characters
Current Address (35 + 35 + 35 + 25(city) + 6(pin code))	136 characters

NOTE: - In Stages, only major stoppages are to be identified with "-" delimiter and route number to be prefix with stages.

12. Permanent Permit Alternate/By-Routes

Route From	30 Characters
Route Upto	30 Characters
Stages	200 Characters

NOTE In Stages, only major stoppages are to be identified with "-" delimiter and route number to be prefix with stages.

13. Permit Actions

Action (SUP-Suspension/CAN-Cancel/SUR-Surrender)	3 Characters
From in ddmmyyyy format	8 Characters
Upto in ddmmyyyy format	8 Characters

14. Temporary Permit Details

Permit Number	25 Characters
Permit Type (Description)	30 Characters
Permit Issuing Authority Name	30 Characters
Validity From in ddmmyyyy format	8 Characters
Validity Upto in ddmmyyyy format	8 Characters
Replacement Date in ddmmyyyy format	8 Characters
Area (e.g. Local, Distt, Region, State etc.)	90 Characters
Route From	30 Characters
Route Upto	30 Characters
Stages	200 Characters
Route Length	5 Digits
No. of Trips per day	2 Digits

Holder's Name	40 characters
Holder's Father Name	40 characters
Holder's Mother Name	40 characters
Current Address (35 + 35 + 35 + 25(city) + 6(pin code))	136 characters

NOTE In Stages, only major stoppages are to be identified with "-" delimiter.

15. Special Permit Details

Permit Number	25 Characters
Permit Type (Temporary/Special)	30 Characters
Permit Issuing Authority Name	30 Characters
Validity From in dd/mm/yyyy format	8 Characters
Validity Upto in dd/mm/yyyy format	8 Characters
Area of operation	200 Characters
Purpose	100 Characters

16. Authorization Details X 10

Authorization Number	25 Characters
State (Code Only)	2 Characters
Period From in dd/mm/yyyy format	8 Characters
Period To in dd/mm/yyyy format	8 Characters
DD Amount	8 Digits
Purpose of Draft (C – Combined, F – Fee, P – Penalty)	1 Character
Bank Draft Number	10 Characters
Draft Date in dd/mm/yyyy format	8 Characters
Bank (Code Only)	4 Characters
Branch	30 Characters

17. All India Tourist Permit Details

Period From in dd/mm/yyyy format	8 Characters
Period To in dd/mm/yyyy format	8 Characters

18. In Case of Auto Rickshaw/Local Taxies

Meter Number	25 Characters
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19. NOC Details

NOC Number	30 Chars
State To (Code only)	2 Chars
RTO To	25 Chars
NCRB Clearance No	20 Chars
NOC Issue Date	8 Chars

(Note: "RTO To" indicates the description of destination RTO)

Annexure 21
FORM-20
(See Rule 47)

Application for Registration of a Motor Vehicle

To
The Registering Authority,

.....

1. Full Name of person to be registered as Registered owner Son / Wife / Daughter of :
2. Age of the person to be registered as Registered owner (Proof of age to be attached) :
3. Permanent address of the person to be registered as Registered owner (Evidence to be produced) :
.....
.....
4. Temporary address of the person to be registered as Registered owner :

Name and address of the Dealer of manufacture from whom the vehicle was purchased (Sale Certificate and the certificate of road worthiness is issued by the manufacturer to be enclosed :

- 6.If ex-army vehicle, or imported vehicle, enclose proof if locally manufactured Trailer/Semi-trailer, enclose the approval of design by the STA and note the proceedings No. and date of approval :
7. Class of vehicle (if motor cycle, whether with or without gear) :
8. The motor vehicle is
 - a] New vehicle
 - b) Ex-army Vehicle
 - c) Imported Vehicle:
9. Type of body :
10. Type of Vehicle :
11. Maker's Name :
12. Month and Year of Manufacture :
13. Number of Cylinders :
14. Horse Power :
15. Cubic Capacity :
16. Maker's Classification or if not known wheel-base :

17. Chassis Number (Affix pencil print) :
18. Engine Number :
19. Seating Capacity (including Driver) :
20. Fuel used in the engine :
21. Unladen Weight :
22. Particulars of previous registration and registered number (if any) :
.....

23. Colour or colours of body, wings and front end :
I hereby declare that the vehicle has not been registered in any State in India. Additional particulars to be completed only in the case of transport vehicles other than motor cab.

24. Number, description and size of tyres:
- a) Front axle
 - . b) Rear axle ...
 - . c) Any other axle ...
 - . d) Tandem axle ...
 -

25. Gross vehicle weight ...
- a) as certified by the manufacturer Kgms
 - b) To be registered ...
Kgms

26. Maximum axle weight
- a) Front axle ...
Kgms
 - b) Rear axle ...
Kgms
 - c) Any other axle ...
Kgms
 - d) Tandem axle ...
Kgms

27. a) Over all length
.. b) Over all Width
.. c) Over all height
.. d) Over hang
..

The above particulars are to be filled in for a rigid frame motor vehicle of two or more axles for an articulated vehicles of three or more axles, or, to the extent applicable for trailer, where a second semi-trailer or additional semi-trailer are to be registered with an articulated motor vehicle. The following particulars are be furnished for each such semi-trailer:

28. Type of Body ...
.....

29. Unladen weight ...
.....

30. Number, description and size of tyres
on each axle
.....

31. Maximum axle weight in respect of
each axle
.....

32. The vehicle is covered by valid Insurance certificate or cover note
.....certificate of insurance under No date
..... Chapter XI of the Act of (Name of
Company) valid from to

33. The vehicle is exempted from
Insurance. The relevant order is
enclosed ...
.....

34. I have paid the prescribed fee of
rupees.....

Date:

Signature of the person to be registered
as registered Owner

Note: The motor vehicle above described is

- 1) Subject to Hire-Purchase agreement / Lease agreement
with.....
- 2) Subject to Hypothecation in favour of
- 3) Not held under Hire-Purchase agreement or Lease agreement or subject to
Hypothecation.

*Strike out whatever is inapplicable. If the vehicle is subject to any such agreement the signature
of the
Financier with whom such agreement has been entered into is to be obtained.

.....
.....Signature of the
Registered owner

Signature of the Financier with whom an agreement of the Hire-purchase, Lease or
Hypothecation has been entered into.

CERTIFICATE OF INSPECTION OF MOTOR VEHICLE

Certified that the particulars contained in the application are true and that the vehicle complies with the requirements of the Motor Vehicle Act 1988 and the Rules made thereunder.

.....
.....Signature of the
Inspecting Authority

Name.....

.....

Designation.....

.....

**For Office
Endorsement**

Ref No.Office of the
.....

The above said motor vehicle has been assigned the Registration number.....and registered in the name of applicant and the Vehicle is subject to an agreement of Hire-Purchase / Lease/ Hypothecation with the Financier referred above.

..... Date:.....
Authority Signature of the Registering Authority

To
The financier:
(To be sent by Registered Post acknowledgment due)
Specimen signature or thumb impression of the person to be registered as Registered owner and Financier
are to be obtained in original application for affixing and attestation by the Registering Authority with office seal in Forms 23 and 24 in such a manner that the part of impression of seal or a stamp and attestation shall fall upon each signature

Specimen signature of the Financier owner Specimen signature of the Registered owner

(1)

(1)

(2)

(2)

ANNEXURE-22

FORM – 9

[see rule 18 (1)]

Form of Application for the Renewal of Driving Licence

Space for
photograph
of the size
five centimeters
by six
centimeters

I, Shri/Smt./KumariSon /Wife/ Daughter of
Thiru.....hereby apply for the renewal of my driving licence which is
attached and particulars of which are as follows:-

- (a) Number
- (b) Date of issue
- (c) Licensing Authority by which the licence was issued.
- (d) Licensing Authority by which the licence was last renewed.
Number and date of renewal
- (e) Class of vehicles authorized to be driven
- (f) Date of expiry of licence to
drive- (i) Transport vehicle
- (ii) vehicle other than transport
- vehicles. My present address is

If the address is not entered on the licence I do/do not wish that is should be so entered.

If the licence is not attached, reasons why it is not available?.....

if the licence was not renewed within thirty days of date of expiry, reasons for delay

.....The

renewal of licence has not been refused by any Licensing Authority

I have not been disqualified for holding or obtaining a driving Licence, My Licence has not been revoked. I enclose a Medical Certificate Form -1A.

I enclose three copies of my recent photographs (Passport size Photograph)

I have paid the fee of Rs.....

I hereby declare that to the best of my knowledge and belief the particulars given above are true.

Signature of thumb impression of the applicant

Name.....

Address.....

Date.....

ANNEXURE -23

FORM-4

(See Rule 14(1))

FORM OF APPLICATION FOR LICENCE TO DRIVE A MOTOR VEHICLE

To
The Licensing Authority

Space for
Passport size
photograph

.....
.....

- I. Apply for a licence to enable me to drive vehicles of the following description:
 - (a) Motor Cycle without gear
 - (b) Motor Cycle with gear
 - (c) Invalid Carriage
 - (d) Light Motor Vehicle
 - (e) Transport Vehicle
 - (f) Road Roller
 - (g) Motor vehicle of the following description.....

PARTICULARS TO BE FURNISHED BY THE APPLICANT

- 1. Full Name.....
- 2. Son / Wife / Daughter of
- 3. Permanent Address.....

(Electoral Roll / Life Insurance Policy / Passport / Pay Slip issued by any office of the Central Government / State Government or a local body / Any other document or documents as may be prescribed by the State Government / Affidavit sworn before an Executive Magistrate or a First Class Judicial Magistrate or a Notary Public to be enclosed)

- 4. Temporary address/Official address, if any
.....
- 5. Duration of stay at the present address:.....
- 6. Date of Birth :.....
(Birth Certificate / School Certificate / affidavit sworn before an Executive Magistrate or a First Class Judicial Magistrate or a Notary Public to be enclosed)
- 7. Place of birth
- 8. If place of birth out side India .when migrated to India.....

9. Educational Qualification. :.....

10. Identification Mark(s. : (1)

(2)

11. Declaration of citizenship status

- i. If deemed Citizen or Citizen by Birth (Birth Certificate and school certificate in support of citizenship has to be enclosed)
- ii. If citizenship is acquired by Descent/Registration (In case Citizenship acquired by Descent, Birth Certificate, land / property document of parent / in case of citizenship acquired by registration certificate to be enclosed.
- iii. If Citizenship by Naturalization (Certificate of Naturalization and Certificate of Registration to be enclosed)
- iv. If non-Indian Citizen
(Valid passport or other travel documents and such other document or authority as may be prescribed by law to be enclosed.

12. Blood Group (RH Rhesus) Factor

13. Have you previously held driving Licence? If so, give details

14. Particulars and date of every conviction which has been ordered to be endorsed on any licence held by the applicant

15. Have you been disqualified for obtaining a licence to drive? If so, for what reasons?

16. Have you been subject to a driving test as to your fitness or ability to drive a vehicle in respect of which a licence to drive a vehicle in respect of which a licence to drive is applied for? If so give the following details

	Date of Test	Testing Authority	Result of Test
1			
2			
3			
4			

17. I enclose three copies of my recent Passport size photograph (where laminated card is used no Photographs are required)

18. I enclose the learner' s licence No..... dated issued by Licencing Authority.

19. I enclose the Driving Certificate No... .. dated... .. issued by... ..

20. I have submitted along with my application for Learner's Licence the written consent of parent/guardian.

- 21. I have submitted along with my application for Learner's Licence / I enclose the medical fitness certificate.
- 22. I am exempted from the medical test under rule 6 of the Central Motor Vehicles Rules 1989.
- 23. I am exempted form preliminary test under rule 11 (2) of the Central Motor Vehicle Rules 1989.
- 24. I have paid the fee of Rs.....

* Strike out whichever is inapplicable

Date.....

Signature / Thumb Impression

CERTIFICATE OF TEST OF COMPETENCE TO DRIVE

The applicant has passed the test prescribed under rule 15 of the Central Motor Vehicle Rules, 1989. The test was conducted on (here enter the registration mark and description of the vehicle).....
on (date).....

The applicant has failed in test

(The details of the deficiency to be listed out)

Date.....

Signature of Testing Authority

.....
.....

Full Name and Designation

Specimen Signature of Applicant:

- 1.
- 2.

*Strike whichever is applicable

Note: The application along with the scanned copies of the required documents may also be sent to the concerned Licensing Authority through: Electronic Mail, if allowed by the concerned State Government / Union Territory Administration.

In such cases, the Licensing Authority shall scrutinize the application and intimate the applicant about the acceptance discrepancy.

In case the application is accepted, the applicant shall be intimated through Electronic Mail to report to the Authority concerned on an appointed along with the documents for further verification, submission of application fee and examination.