

**BID FOR PREPARATION OF
SMART CARD BASED
DRIVING LICENCES**

&

REGISTRATION CERTIFICATES

at

8 DISTRICT TRANSPORT OFFICES

on

**BUILD, OWN, OPERATE AND
TRANSFER BASIS (BOOT)**



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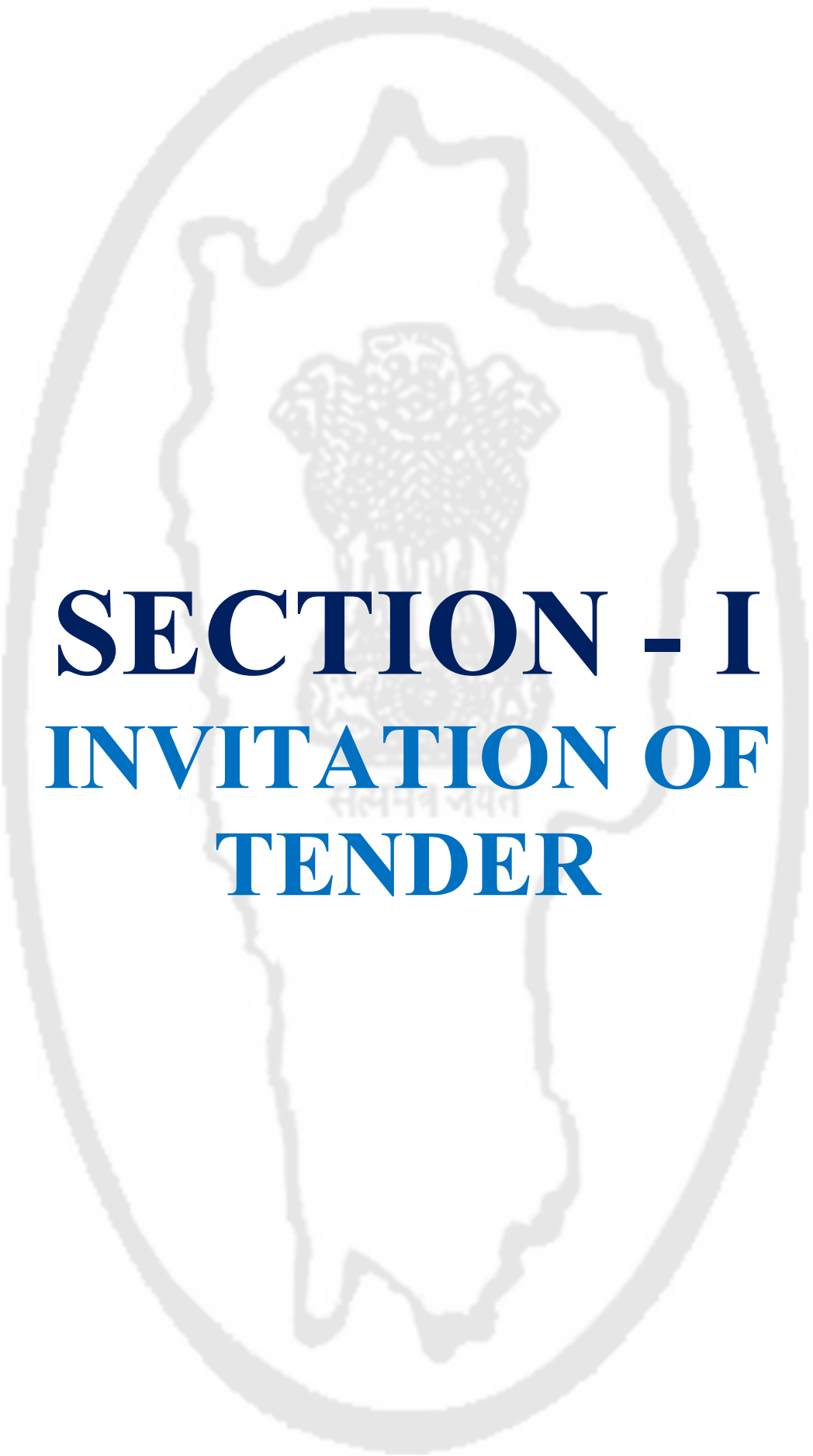
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SECTION - I
INVITATION OF
TENDER

No. D. 21014/3/2015 – DTE (TRP-IT)
GOVERNMENT OF MIZORAM
DIRECTORATE OF TRANSPORT

Dated Aizawl, the 24th November, 2015

NOTICE INVITING TENDER

Sealed Bids are invited from eligible Bidders for preparation of Driving Licences and Registration Certificates in Smart Cards Form in 8 District Transport Offices on Build, Own, Operate and Transfer (BOOT) model for 5 years. The approximate number of cards to be issued for Driving Licences is 2.50 lakhs and for Registration Certificates is 1.80 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.

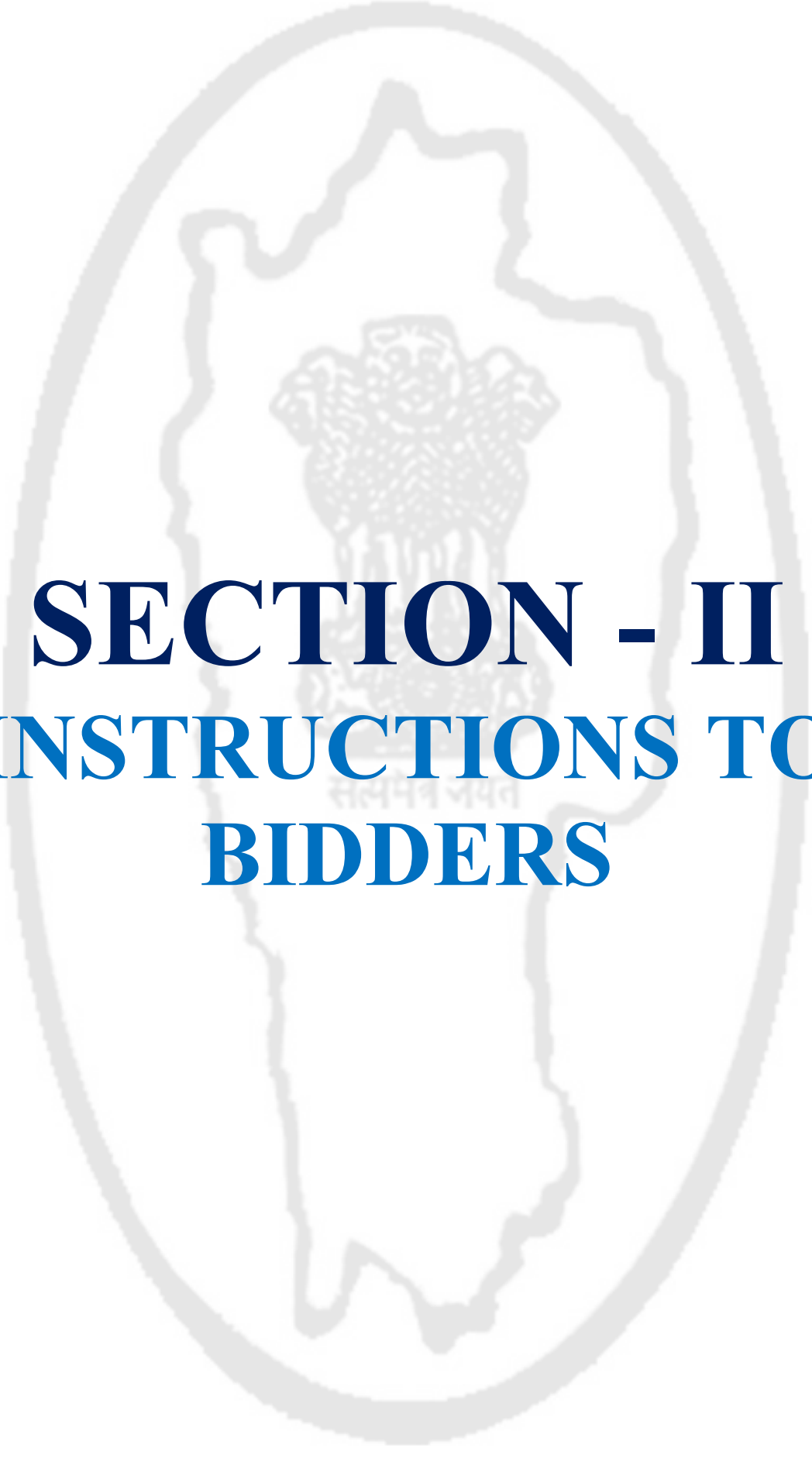
Bid will be conducted through open tender under “two cover” system :-

1.	Name of the Bidding Department	Transport Department, Mizoram
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.	IT Cell, Directorate of Transport
4.	Earnest Money Deposit	₹ 5.00 lakhs
5.	Cost of Bid documents	₹ 5,000/- (Rupees Five Thousand only) by cash.
6.	Sale of Bid documents	From 27/11/2015 to 11/12/2015 on all working days from 10:00 am to 4:00 pm
7.	Last date & time of submission of Bids	15/12/2015 up to 1:00 pm
8.	Opening of Technical Bids	15/12/2015 at 1:30 pm
9.	Validity of Bid	180 days

Note:-

1. If Bid documents are required to be sent by registered post, an amount of ₹ 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 website www.transport.mizoram.gov.in. However cost of bid document of ₹ 5,000/- shall be submitted at the time of submission of bid. The eligibility criteria and other terms and conditions as per the Bid documents have to be followed strictly.
3. The undersigned reserves the right to reject any or all Bids without assigning any reasons thereof. The Bid Documents obtained from the Department are not transferable.


(HRANGTAWNA)
Secretary to the Govt. of Mizoram,
Transport Department.



SECTION - II

INSTRUCTIONS TO

BIDDERS

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. BACKGROUND :

The Transport department functions under the provisions of section 213 of Motor Vehicles Act, 1988. The Transport Department is primarily established for enforcement of the provisions of Motor Vehicles Act, 1988, Mizoram Motor Vehicles Taxation Act, 1997 (Amended 2015) and the rules framed under these two Acts. The Transport Department is headed by the Secretary, Transport Department. He is assisted by 3 Joint Directors specializing in Enforcement and Administration in the Directorate.

They supervise the work of 8 District Transport Officers (DTOs), and 4 transport check Posts, spread throughout the state. Establishing of one DTO at Aizawl is in the process. Works pertaining to registration of vehicles, Driving Licences, Taxation, permits and issue/renewal of fitness certificate etc. of transport vehicles are being done in these offices.

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.

Under the above mentioned system a BOOT operator has been appointed by the Department to issue Smart Card based Driving Licences and Vehicle Registration.

Consequence upon expiry of the contract with the present BOOT operator, the Transport Department invites proposals from interested Bidders to carry on the work for preparation of Smart Card based Driving Licences and Registration Certificates on BOOT model for 5 years.

2. DESCRIPTION OF THE CURRENT SYSTEM :

Permanent Driving Licences & Registration Certificate :-

At present 8 District Transport Offices issue the Vehicle Registration Certificate and Permanent Driving Licences on the system using “Vahan” and “Sarathi” software provided by NIC.

All District Transport Offices have already started issuing Smart card based Driving Licences and Registration Certificates.

3 (i). The proposed system

- a) The Driving Licences and Registration Certificates should be printed in the form of a smart card as per rule 16(2) and (3) and rule 48 of the Central Motor Vehicles Rules, 1989.
- b) The information printed on the Driving Licences 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-18 & 19).

- 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 Oracle 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 8 District Transport 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 of invitation for Bids, the Tender Documents includes the following:-

- i) Instruction 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-Driving License details District Transport Office wise (Annexure-I)

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

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 District Transport 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. 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 (2012-13, 2013-14, 2014-2015)
- 4) The Bidder/any one of the partner in case of a Consortium should have had a minimum turnover of ₹ 25 crores in any one of the last three financial years i.e. 2012-13, 2013-14, 2014-2015.
- 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., 2012-13, 2013-14, 2014-2015. 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 2 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 -16. After site visit and technical presentations, the price Bids of the technically responsive Bidders will be opened.
- 10) 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.
- 11) 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.
- 12) 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.
- 13) 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.
- 14) 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.

13. Earnest Money Deposit :

The Bidder shall furnish as part of its Bid, Earnest Money Deposit of ₹ 5 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 "Director, Transport Department, Aizawl-796001" payable at Aizawl.

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 unamended 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 ;-

Secretary, Transport Department,
Mizoram, Aizawl-796001.

BID FOR SMART CARD DL/RC - TECHNICAL BID

To

The Secretary, Transport Department,
Mizoram, Aizawl-796001.

From :

(NAME AND ADDRESS OF THE BIDDER)

Name and full address of the Bidder shall be inscribed on the right-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 Secretary, Transport Department,
Mizoram, Aizawl-796001.

BID FOR SMART CARD FOR DL/RC - PRICE BID

To

The Secretary, Transport Department,
Mizoram, Aizawl-796001.

From:

Name and full address of the Bidder shall be inscribed on the right-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

OUTER ENVELOP FOR SMART CARD FOR DL/RC

From:
(NAME AND ADDRESS OF THE BIDDER)

- 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 up to 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 Earness Money 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 Chamber of the Secretary, Transport Department,
Mizoram, Aizawl-796001.

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" will be opened after evaluation of "Technical Bid", 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 clause 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 clause 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 Licences 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 nonresponsive.
- h) In a tender where all the Bidders are from within the State of Mizoram or where all the Bidders are from outside the State of Mizoram, the sales tax shall be included for evaluation of the price.

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 33 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 as per proforma in Annexure 7 in the form of demand draft or bank guarantee for ₹ 32.00 lakhs within 15 days of the receipt of notification of the award from the Department.

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

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 8 District Transport Offices.

The estimated number of cards to be printed inclusive of New and existing Driving Licenses and Registration certificates is 2.50 lakhs in case of Driving Licenses and 1.80 lakhs in case of Registration Certificates.

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 District Transport Officers of Aizawl and Lunglei. 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.

35. Task I :

Initial Preparations :

- a) **Site Preparation :** The Contractor shall improvise the site at all the Transport Offices mentioned in Annexure 17 in order to undertake the work of printing and personalization of Driving Licenses and Registration Certificates on Smart cards.
- b) **Provision of Hard ware :**
 - i) The Contractor shall install 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.
 - ii) 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.
 - iii) 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.

- iv) 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 50 smart cards to be issued per day.
- v) Apart from the requirements mentioned in clause 35(b)(ii) above the following Client machines shall be provided by the contractor for activation of smart cards
 - (a) One PC with 3 Smart card Readers for activation of Registration Certificates related transactions.
 - (b) One PC with 3 Smart card Readers for activation of “sarathi” transactions
 - (c) Two PC with web camera, Biometrics Signature pad for capturing photo, Signature and Thumb.
 - (d) One PC for processing and printing Smart cards with at least two Smart card printers with capability for single and Dual-sided printing
 - (e) 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
 - (h) The required systems shall be installed at all the locations of the department from where the above mentioned activities are to be carried out. In case any office of the transport is shifted from any one or more location to another location / site, the contractor shall shift its infrastructure to new location at his own cost.

The department reserves the right at the time of award of Contract, and during the currency of contract to increase or decrease the number of locations without any change in price or other terms and conditions.

c) 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.

d) Consumables :

The Contractor shall be required to periodical supply of consumables such as printer ribbons/cartridges, papers and other Stationery to each of the District Transport 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) Consumable inventory management would be done online, through a system which would be known as Online Inventory Management System (OIMS) (Annexure-15). The customized software has to be developed by the Contractor.

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.

38. Task II:

Printing of fresh Driving Licenses cards and Registration Certificates in the premises of the District Transport 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.
- ii) 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. 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

- i) Server Room
 - (a) Necessary electrical fittings
 - (b) Erection of partition walls/doors for the rooms
- ii) Other places where Computer systems are to be installed –
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.

40. Provision of LAN connectivity :

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

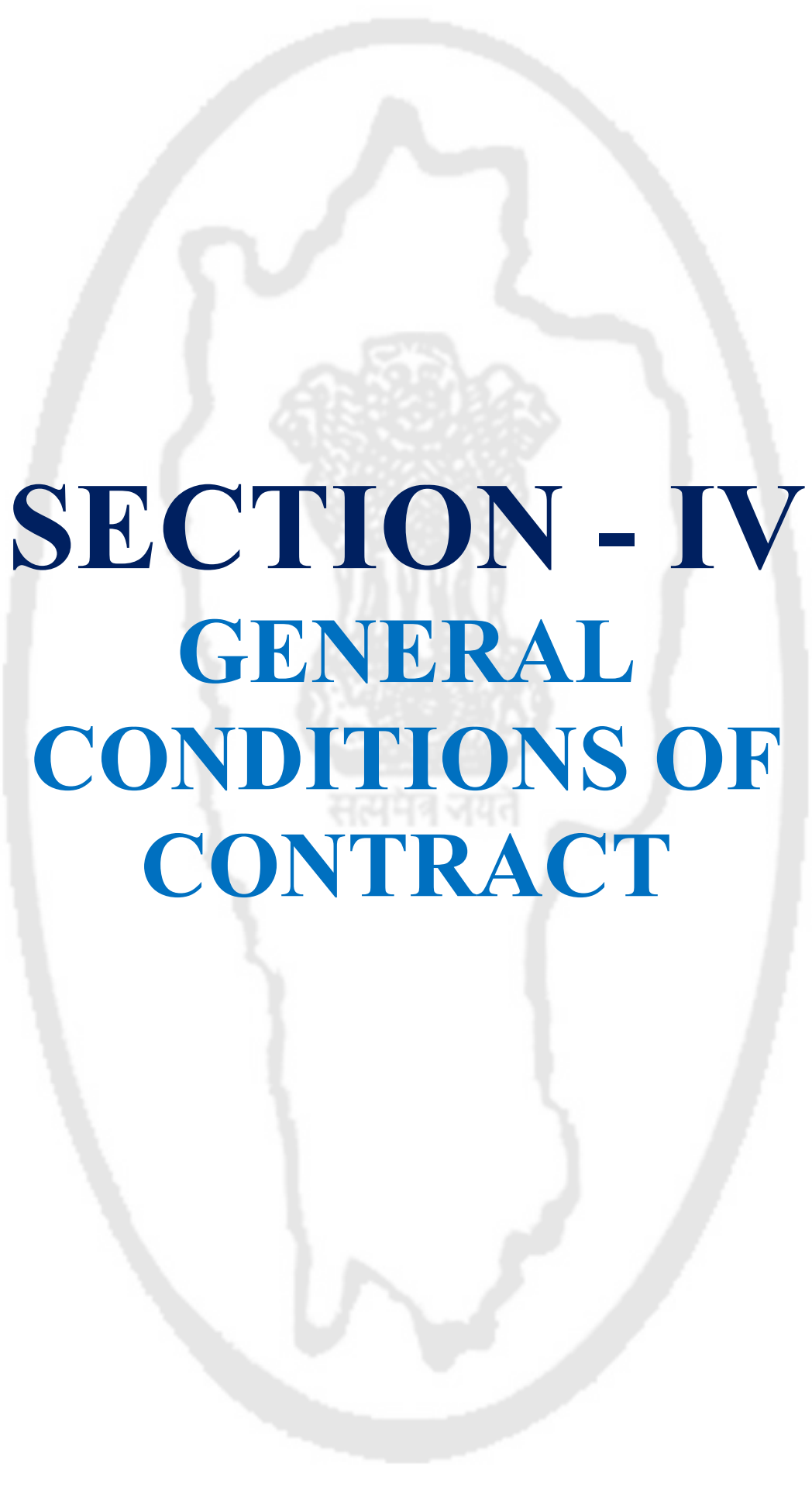
41. Features of the Smart Card :

- i) The Smart Card shall comply with the prevailing National Standards for Driving Licenses and Registration certificates and should last for a period of 10 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, blank Cards, readers should comply with the “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.

An image of the logo prescribed by the Department shall be incorporated in the design of the Card

42. 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) 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 District Transport Offices of the Transport Department, reconciling the transactions at District Transport Offices and a program for centralized verification.
- iv) 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 Director of (MV). All costs towards site visits, conference and submission of documents shall be borne by the Bidders themselves.



SECTION - IV
GENERAL
CONDITIONS OF
CONTRACT

43. DEFINITIONS, ABBREVIATIONS AND INTERPRETATIONS :

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

“Act” shall mean The Motor Vehicle Act, 1988 and The Mizoram Motor Vehicle Taxation Act, 1997 as amended from time to time.

“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.

“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.

“Authority” shall mean and include an officer of the State Transport Authority as designated by the Government of Mizoram.

“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.

“Contractor” shall mean the Bidder to whom contract is awarded.

“Department” shall mean the State Transport Authority, Government of Mizoram.

“Financial Capability” means financial worthiness of Bidders as per the terms of the Bid.

“Government” shall mean both the Government of Mizoram and Government of India as the case may be.

“IT” means Information Technology.

“Bidder” means the Individual or Organization participating in the Tender Bid.

“Secretary” shall mean the Secretary to the Government of Mizoram, Transport Department.

“Lead Bidder” shall mean the partners of a Consortium, which shall be answerable and accountable to the Government of Mizoram and shall interface with the Government on behalf of Consortium, for the successful execution of the project for the entire agreement period.

“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.

“Notification” shall mean and include all orders, directives and intimations issued by the Government in Official Gazette.

“Contract price” means the price approved by the Department on the basis of the lowest quotation offered in the Price Bid.

“Registering Authority” shall mean and include the authorities as defined in section 2 (37) of the Motor Vehicles Act, 1988.

“Registration Mark” shall mean the mark as mentioned in Sub-Section 6 of Section 41 of Motor Vehicles Act, 1988.

“Rules” shall mean the Central Motor Vehicles Rules, 1989 & Mizoram Motor Vehicles Rules, 1995 as amended from time to time.

“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)

“Director” shall mean the Director, Transport Department, Government of Mizoram.

“DTO” shall mean the District Transport Office

“STA” shall mean the State Transport Authority, Government of Mizoram

“Acceptance of Tender” means the letter / telex / telegram / fax / e-mail or any memorandum communicating to the Bidder the acceptance of its Tender.

“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.

“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.

“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. Terms of Payment :

- i) Amount received on account of smart card fee shall be deposited by the department in the current account of Director of Transport.
- ii) Payment of cost of smart card issued during the month shall be made by the Transport Department by 15th of the following month, after deduction of liquidated damage if any as per the terms of the contract.
- iii) Any Service charges / Bank charges payable on account of payment to the contractor shall be borne by the contractor.
- iv) Service tax, Income tax or levy of any other tax or cess as applicable at the time of payment of bill of the contract shall also be deducted for the net amount payable to the contractor.

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

The 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
- iii) 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, up to 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 8 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 ₹ 1,000/- (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 he 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 Aizawl.

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 Aizawl.
- 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 District Transport Officer 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 :

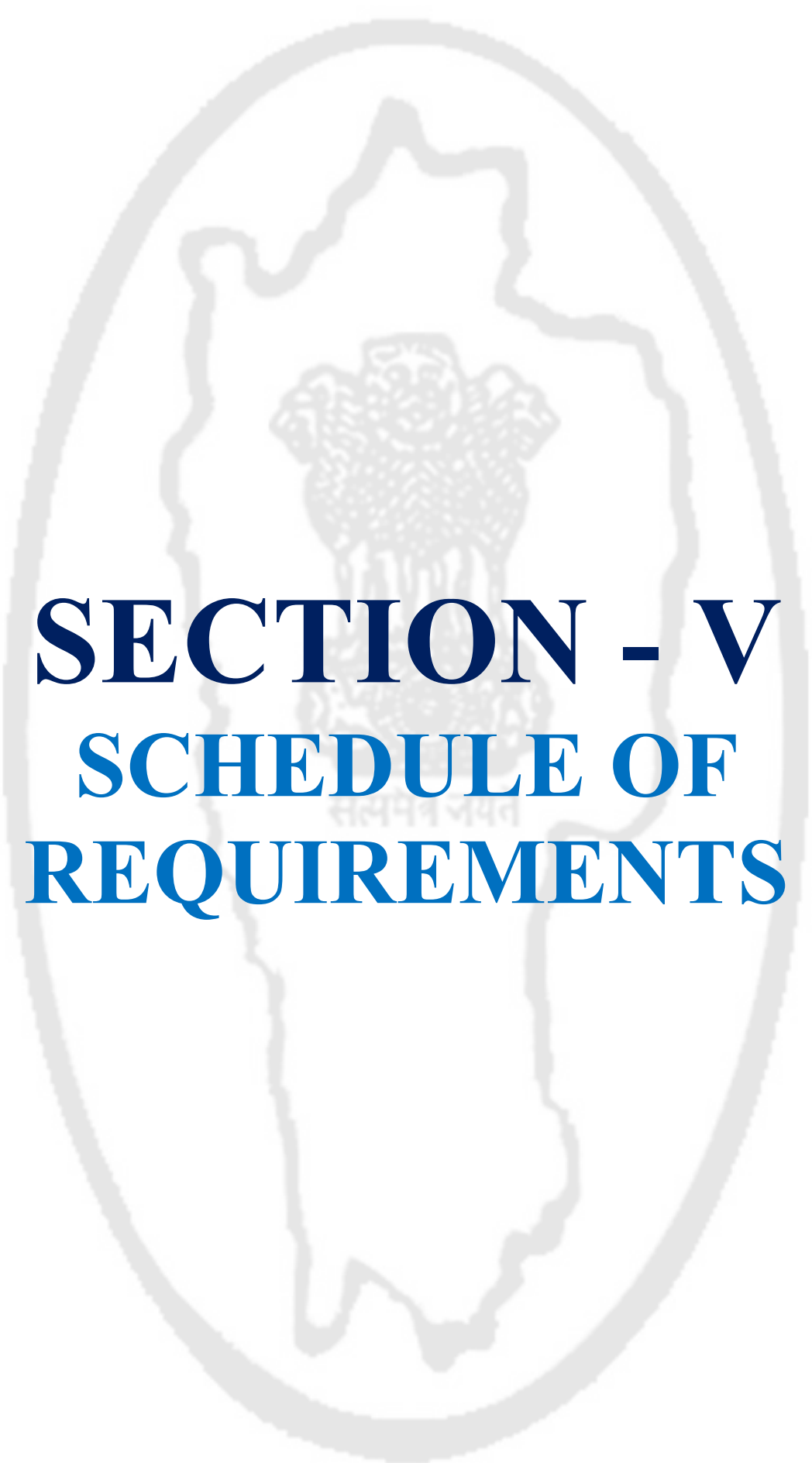
The printed terms and conditions of the Bidders shall not be considered as forming part of their Tender Bids.

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 01/04/2014 TO 31/03/2015**

SL NO	OFFICE NAME	FRESH	ENDORS- EMENT	RENEWAL	DUPLICATE	CHANGE OF ADDRESS	TOTAL
1	DTO Aizawl	3482	1432	4472	2969	200	12555
2	DTO Lunglei	893	157	289	381	50	1770
3	DTO Saiha	130	22	337	805	30	1324
4	DTO Champhai	854	99	371	289	35	1648
5	DTO Kolasib	401	393	1145	602	40	2581
6	DTO Serchhip	425	42	356	235	22	1080
7	DTO Lawngtlai	232	41	116	134	21	544
8	DTO Mamit	280	79	279	266	32	936
TOTAL		6697	2265	7365	5681	430	22438

ANNEXURE 2

**REGISTRATION CERTIFICATE DETAILS
REGISTRATION TRANSACTION PARTICULARS FROM 01/04/2014 TO 31/03/2015**

Sl. No	Office Name	Addn. of Hypo.	Alteration	Cancellation of Hypo	Change of Address	Dup RC	New Regn.	Renewal of Regn.	T.O	Total
1	DTO Aizawl	1741	59	319	0	1184	9570	206	911	13990
2	DTO Lunglei	218	5	51	0	302	1195	36	133	1940
3	DTO Saiha	118	0	34	2	50	431	7	91	733
4	DTO Champhai	155	10	40	0	280	920	15	120	1540
5	DTO Kolasib	219	3	79	3	93	767	15	147	1326
6	DTO Serchhip	56	1	20	0	13	525	3	18	636
7	DTO Lawngtlai	50	0	15	0	15	300	5	20	405
8	DTO Mamit	58	0	10	0	28	312	3	16	427
	TOTAL	2615	78	568	5	1965	14020	290	1456	20997

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.



SECTION - VI

TECHNICAL

SPECIFICATIONS

ANNEXURE-3

TECHNICAL SPECIFICATIONS

- 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 – up to 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 for server system.

- VI. Generator :-

5KVA silent generator



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 Secretary, Transport Department
Mizoram, Aizawl.

Subj : Tender document for smart card based Registration Certificate and Driving Licence for 8 Offices Bid form and Price bid Submission- Regarding.

Sir,

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 ₹ 5.00 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 8 DTO's of Transport Department, Mizoram.

SL. NO.	PARTICULARS	Rate per card in ₹	Rate in words
1	Driving Licence		
2	Registration certificate		
Grand Total			

DATE : _____ SIGNATURE : _____

PLACE : _____ NAME : _____

COMPANY SEAL : _____

Note: The bidder shall quote the Unit rates for DL and RC separately. 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 _____, 2015 between THE GOVERNMENT OF Mizoram, exercising the executive power of the Government of the State of Mizoram 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. _____ s/w/d of _____ sole proprietor of M/s. _____ Indian inhabitant, residing at _____

In case of partnership firm-

(2) (i) _____
(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

WHERE AS 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 Secretary to Govt. Of Mizoram, Transport, Mizoram, Aizawl.

AND WHERE AS 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 WHERE AS 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, 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 Mizoram 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 herein above written.

SIGNED, SEALED AND DELIVERED BY

_____(Name)
Bidder

_____(Name)
Secretary,
Government of Mizoram,
Transport Department.

For And On Behalf Of The Governor Of Mizoram 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. _____

_____(Name)

Bidder

_____(Name)

Secretary,
Government of Mizoram,
Transport Department.



SECTION - IX

PERFORMANCE OF

BANK GUARANTEE

ANNEXURE-7

PERFORMANCE OF BANK GUARANTEE

To:

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

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 WHERE AS 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, up to 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-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)

Telephone : _____

Fax No.(s) : _____

E-mail Address : _____

Signature and seal of the bidder : _____

ANNEXURE-11

MANUFACTURER'S AUTHORIZATION FORM

No. _____

Dated _____

The Secretary,
Transport Department,
Mizoram, Aizawl-796001.

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.

Enclo.:

(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: _____

To,

The Secretary/The Director,
Transport Department,
Mizoram, aizawl-796 012.

In response to the Tender No. _____ Dt. _____ of the Transport 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 ₹ _____ in their account and are capable of investing funds to the extent of ₹ _____ Rupees _____) for the said project.

DATE :

PLACE :

SIGNATURE:
(BANK COMMON SEAL)

ANNEXURE-13

PROFORMA FOR BIDDER'S AUTHORISATION CERTIFICATE

To:

The Secretary,
Transport Department
Mizoram, Aizawl-796001.

_____ <Bidder's Name>
_____ <Designation>, 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.

Authorized Signatory

Specimen Signature of Authorized person

1. _____

2. _____

Certified by the Authorized Signatory

<Supplier's Name>

Seal

ANNEXURE-14

TECHINICAL 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
Directorate of Transport	1	1
State transport Authority		1
Each District 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.

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

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-17

CONTACT NAME AND ADDRESS

Sl No.	Name of the Office	Address	Phone No.
1	DTO Aizawl	Aizawl	0389-2306079
2	DTO Lunglei	Lunglei	0372-2324756
3	DTO Saiha	Saiha	03835-223045
4	DTO Champhai	Champhai	03831-234881
5	DTO Kolasib	Kolasib	03837-221568
6	DTO Serchhip	Serchhip	03838-222296
7	DTO Lawngtlai	Lawngtlai	03835-232247
8	DTO Mamit	Mamit	0389-2565737



SECTION - XII

FORMS FOR

DRIVING LICENCE

AND

REGISTRATION

CERTIFICATE

ANNEXURE-18

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-19

**RC - CMVR1
[FORM 23A]
(See rule 48)**

**CERTIFICATE OF REGISTRATION
(IN ELECTRONIC MEDIUM AS SMARTCARD)**

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 in case 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	3 digits
(58:Road Tax, 59:Additional/Special Road Tax)	
Amount	8 Digits

	Fine	8 Digits
	Payment / Exemption Period From in dd-mm-yyyy	8 Characters
	Payment / Exemption Period To in dd-mm-yyyy	8 Characters
	Payment / Exemption Date in dd-mm-yyyy format	8 Characters
	Tax Mode	1 Character
	(L for Life Time, O for One Time, Y for Yearly, H for Half Yearly Q for Quarterly, M for Monthly, E for 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 dd-mm-yyyy format	8 Characters
	Type	1 Character
7.	Hypothecation Details X 4	
	Hypothecation Type	2 Characters
	(HP for Hire Purchase, HT for Hypothecation, LA for Lease Agreement)	
	Name of Financier	40 Characters
	Address (In 4 Lines) (35 + 35 + 35 + 25(City) + 6(PIN))	136 Characters
	Hypothecated From in dd-mm-yyyy format	8 Characters
	Hypothecated To in dd-mm-yyyy 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 dd-mm-yyyy 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 for Driver, C for Conductor, O for Owner)	1 Character

Section (Code Only) X 5	10*5 Chars.
Challaning Officer Name	40 Characters
Location	30 Characters
Date & Time in dd-mm-yyyy /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 dd-mm-yyyy format	8 Characters
Validity Up to in dd-mm-yyyy format	8 Characters
Replacement Date in dd-mm-yyyy format	8 Characters
Area (e.g. Local, Distt, Region, State etc.)	90 Characters
Route From	30 Characters
Route Up to	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 Up to	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 dd-mm-yyyy format	8 Characters
Up to in dd-mm-yyyy 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 dd-mm-yyyy format	8 Characters
Validity Up to in dd-mm-yyyy format	8 Characters
Replacement Date in dd-mm-yyyy format	8 Characters
Area (e.g. Local, Distt, Region, State etc.)	90 Characters
Route From	30 Characters
Route Up to	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 Up to 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 for Combined, F for Fee, P for 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 Taxes	
Meter Number	25 Characters
19. NOC Details	
NOC Number	30 Chars
State To (Code only)	2 Chars
DTO To	25 Chars
NCRB Clearance No	20 Chars
NOC Issue Date	8 Chars
(Note : “DTO To” indicates the description of destination DTO)	

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