

Proceedings of the Transport Commissioner, Kerala, Thiruvananthapuram
[Present: Premshanker I.P.S]

Sub: - Motor Vehicles Dept. – Purchase of additional IT equipments for RTOs/SRTOs by Head of Offices – Sanctioned – Orders issued – reg.

Read: - Requests received from the Regional Transport Officers & Joint Regional Transport Officers

Order No. M-IT4/12468/TC/2009 dated 06.11.2009

Various RTOs/SRTOs reported that some more computers and its accessories are required for the smooth functioning of their office. Based on the requirements received from these offices it has been decided to purchase certain additional equipments as per the list attached at a total cost of Rs. 2,55,655/-. These equipments shall be purchased by the respective Head of Offices direct. Necessary funds for effecting payment of these purchases will be made available from this office. RTOs should ensure that the purchases are to be made in strict compliance with the list attached. The additional requirement of desktop PCs will be supplied by M/s ECIL from the stock available.

While purchasing the IT equipments, the following guidelines shall be adhered to:

1. The equipments shall be purchased from local vendors under the DGS&D rate contract and in conformity with Store Purchase Manual. The DGS&D rate of the equipments are attached herewith.
2. The tables and chairs required are to be purchased from M/s Kerala Small Industries Development Corporation Ltd (SIDCO).
3. IT equipments to be purchased under DGS&D rate with 3 year warranty.
4. Installation certificate with all details (Sl.No, Model No. etc) with warranty certificate to be demanded from the supplier. A copy of the same along with invoice to be forwarded to this office for including in the stock register.
5. Equipments purchased are to be entered into the stock register and certified by the Head of Office.

6. Driver Software CDs/User Manuals are to be kept under the safe custody of the Head of Office. Details of the same shall be entered into the stock register.
7. The equipments will be installed for service within 2 weeks from the date of receipt of this order failing which sanction for purchase given hereby is liable to be revoked.
8. Nodal officer SSG will oversee the acquisition and installation of gadgets with proven quality only.

Payment should be made to the suppliers after fulfilling the above conditions.

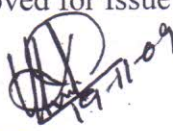
The expenditure on this account shall be debited to the Head of Account 5055-00-800-90-(P) in the current years budget provisions of e-Governance.

Sd/-

Transport Commissioner

- To : 1. RTOs Vadakara, Kozhikode, Thrissur, Wayanadu, Malappuram, Thiruvananthapuram, Kottayam, ATC, Kasaragode, Palakkad, Kollam for immediate necessary action.
2. MVIs Check Posts Manjeswaram, Velanthavalam, Aryankavu for implementation
3. DTC NZ, DTC CZ- I Thrissur, DTC CZ- II Ernakulam, DTC SZ for immediate necessary action.

Approved for Issue



Sr. DTC & Secretary STA

19-11-09

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