

MIT4/10872/TC/2011

Transport Commissionerate
Kerala, Thiruvananthapuram
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☎ 0471-2333317/37
Dated. 09-11-2011

From

The Transport Commissioner, Kerala
Motor Vehicles Department
Thiruvananthapuram

To

Shri Santhosh.S
DGM (IT Business Group – Software)
KELTRON, Vellayambalam, Thiruvananthapuram – 695 033

Sir,

Sub: - Motor Vehicles Department – Implementation of Digital Document & Filing System (DDFS) - Work Order - Reg.

Ref: - 1. Your Office Letter No. ITBG/SWG/MVD/111012/156 Dated. 13-10-2011
2. DDFS Proposal Version 1.1 Dated. 07-10-2011

I may invite your attention to the references cited. Department have examined the revised proposal submitted by your firm for the implementation of Digital Document & Filing System (DDFS) which is a web based digital document management and file flow system, vide reference 2nd cited. The details of implementation cost furnished are as follows:

Sl. No.	Description	Amount ₹
1.	250 User License (500 GB Storage + 500 GB Bandwidth) (₹ 800 per user per month + Taxes)	2,00,000 + Taxes
2.	Salary of support personnel (per person / month) for Tapal entry, scanning (File, Tapal, Applications & Supporting Documents etc)	20,000 + Taxes

- ⤴ ₹20 per GB + Taxes for additional storage
- ⤴ ₹20 per GB + Taxes for additional Bandwidth
- ⤴ ₹800 + Taxes for additional Users over 250 (2 GB + Bandwidth)
- ⤴ ₹300 per user per month cost of disaster recovery site.
- ⤴ Additional training @ ₹ 3000/ user
- ⤴ All pricing is valid for 3.5 Years

Hence work is hereby awarded for the above cost to M/s. KELTRON for the implementation of Digital Document & Filing System (DDFS) in all the offices of Motor Vehicles Department under plan C of the proposal (Software as a service) model and the servers will be hosted by M/s. KELTRON in a Tier 4 Data Centre. The project will be implemented at the Transport Commissionerate and DTC Office, South Zone from November 15th, 2011 and the remaining offices after successful implementation. The project will be for 1 year subject to the condition that the contract will be extended further period or terminated earlier than the contract period as per the sole discretion of the Department.

You are also requested to provide the following before commencing the work:

- ✧ an agreement in stamped paper worth ₹100/- to the effect that the implementing agency (M/s. KELTRON) shall be responsible for delivering the services as per the proposal and scope of work defined by the Department and also including the penalty clauses, mode of payment etc.
- ✧ An amount of ₹1,000/- for non availability of service per hour basis.
- ✧ Performance Bank Guarantee @ 5% of annual rate for 1 year, which should be renewed annually subject to the contract agreement.
- ✧ Implementing agency is fully responsible for the maintaining the data owned by the Department and should be handed over completely after the contract ends or when demanded by the Department. In case of any data loss or data leakage, penalty depending on the value of the data as fixed by the Government will be imposed.

Payment will be subject to the following condition:

- ✧ Monthly payment will be made subject to production of invoice in triplicate, supporting documents like no. of users, no. of persons deployed in each office (counter signed by Head of Office) data size utilised, bandwidth utilised, data backup report etc.

Yours faithfully

Sd/-
Joint Transport Commissioner
For Transport Commissioner

Copy to: 1. All DTCs, All RTOs, All JRTOs, The Asst. Transport Commissioner for necessary action for the implementation of DDFS in their respective offices including providing space (Document Scanning facility) and other Computer infrastructure.

2. The Nodal Officer, SSG Cell for followup and implementation.