

Proceedings of the Transport Commissioner, Kerala, Thiruvananthapuram

[Present: Premshanker, I.P.S]

Sub: - Motor Vehicles Department – FAST Project 2010 – Purchase of consumables – Allotment of funds – Sanctioned orders – Issued.

Order No. M-IT4/22985/TC/2009 Dated 16.01.2010

1. The contract for full automation of Motor Vehicles Department (FAST) expired on 31.12.2009. As per RFP all consumables such as toner, cartridges, paper, laminating pouches etc, are being supplied by M/s ECIL, the Service Provider during the contract period and later. The existing contract is extended for 1 month on existing terms and conditions. Further extension of contract period is now under consideration of the Government.

2. Meanwhile many offices of the department reported shortage of the above consumable. M/s. ECIL is not found supplying required consumables promptly despite requests and their contractual obligations. Since all offices of the department are fully computerized, offices could not function without these essential items. This short supply of consumables occurring due to the unexpected deficient services of the service provider M/s. ECIL require expeditious action by this department's purchase officer and its heads. In order to meet the emergent situation it has been decided in consultation with Secretary, Transport Department to provide an essential advance fund to all Regional Transport Officers to procure the consumables and stationery for one month (except pre-printed stationery for DL, RC & Permit) based on requirements reported by them. The pre-printed stationery for DL, RC & permit will be supplied from Transport Commissionerate. Accordingly, sanction is hereby accorded to draw and disburse an amount of **Rs.22,50,000/- (Rupees Twenty Two Lakhs – Fifty Thousand Only)** towards all Regional Transport Officers as per the detailed list attached subject to ratification by the Monitoring Committee. The amounts shown in the list are only indicative and actual purchase shall be made strictly conforming to Store Purchase Rules. This is purely an adhoc arrangement. The procurement shall be stopped as and when the Service Provider resumes supply of the materials. Mr. Alex Paul Sr.DTC & Secretary STA will personally monitor the adhoc arrangements and ensure immediate replenishment of consumables.

3. Accounts officer shall draw the above amount from the account no. S/B A/c No. 67035082227 of State Bank of Travancore, Vazhuthacaud maintained by Transport Commissioner and disburse to all offices, under proper acknowledgment as follows.

Sl. No.		Estimate	Allotment
1.	RTO Kasaragode	70175	70000
2.	RTO Kannore	152285	150000
3.	RTO Wayanad	52750	50000

4.	RTO Vadakara	126530	125000
5.	RTO Kozhikode	149960	150000
6.	RTO Malappuram	200820	200000
7.	RTO Palakkad	173615	170000
8.	RTO Thrissur	240215	200000
9.	RTO Ernakulam	200930	200000
10.	RTO Muvattupuzha	89970	90000
11.	RTO Kottayam	136170	130000
12.	RTO Idukki	82080	80000
13.	RTO Alappuzha	145635	140000
14.	RTO Pathanamthitta	112613	110000
15.	RTO Kollam	146255	140000
16.	RTO Attingal	72945	70000
17.	RTO Trivandrum	143155	140000
18.	Transport Commissionerate (Sr. F. O)	36080	35000
	Total	23,32,182	22,50,000

4. Each RTOs shall procure these consumables from authorized dealers strictly observing Store Purchase Rules with due regard to its quality and disburse the same to their offices, sub offices and check posts under their control. The items should be procured as far as possible based on the DGS&D rates if available.

5. Each RTO shall maintain a separate stock register of items procured in the format shown in para 6 and all the procurements and distributions shall be recorded in the register. They should also keep purchase bills and other related documents separately for further audit. It is suggested to maintain at least one month's consumables as reserve stock and keep due economy in the utilization of consumables.

6. RTOs should personally verify the register once in a week and send procurement details to this office every Monday through e-mail in the following format (in Excel):

Statement of Consumables directly purchased for the week ending _____

Sl.No	Items procured	Supplier		Quantity	Unit Rate	Total	Items distributed	Balance as on stock
		Bill No.	No. & Date					
Name, Designation, Signature of Head of Office,								
Name of Office & Office Seal								

7. Immediate action should be taken to procure the above items and RTOs shall ensure that routine function of the department shall not be interrupted due to short supply of consumables.

8. All DTCs zones are expected to visit each office under them and ensure the prompt procurement and distribution of consumables and ensure no break in service to the general public.

KyM
18/1/2010
Transport Commissioner

To

Mr. Alex Paul, Sr. DTC & Secretary STA / All DTCs/ RTO/ Joint RTOs

Copy to:

1. Senior Finance Officer, Accounts Officer, Head Accountant and K4 Section for necessary action
2. Secretary, Transport Department for information
3. Private Secretary to Hon'ble Minister for Transport for information
4. CA to TC, CA to Sr. DTC (Tax), Sr. A.O
5. Stock File and Spare

CONSUMABLE REQUIREMENTS FOR ONE MONTH - DISTRICT WISE FUND ALLOTMENT

Sl.	Name of Item		Laser Printer Toner (B/W)		Inkjet Printer Cartridge (Colour)		Dot Matrix Printer Ribbon		A4 Blank Sheet		Laminated Pouch- 250 Micron				CD-ROM with Jewel Case		Grand Total
	Description		HP Laser Jet 1320		HP Business Inkjet 1000		Epson-LQ 300 +II (80&132 col)		500 sheet/bundle		DL		RC				
		Max. Rate in Rs.	4050		1800		45		135		2.25		3.75		25		
Sl.	District	Name of RTO /Sub RTO	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
	Sr. F.O	T.C. Office	5	20250	8	14400	5	225	8	1080	0	0	0	0	5	125	36080
		T.C. Office Total	5	20250	8	14400	5	225	8	1080	0	0	0	0	5	125	36080
1	RTO Trivandrum	RTO, Trivandrum	6	24300	8	14400	24	1080	8	1080	3500	7875	3500	13125	10	250	62110
2		SRTO, Parassala	1	4050	1	1800	2	90	2	270	500	1125	500	1875	1	25	9235
3		SRTO, Neyyattinkara	4	16200	5	9000	10	450	5	675	5000	11250	5000	18750	10	250	56575
4		SRTO, Kazhakuttom	1	4050	1	1800	2	90	2	270	1500	3375	1500	5625	1	25	15235
		RTO Trivandrum Total	12	48600	15	27000	38	1710	17	2295	10500	23625	10500	39375	22	550	143155
6	RTO Attingal	RTO, Attingal	3	12150	8	14400	15	675	10	1350	2500	5625	2500	9375	10	250	43825
7		SRTO, Nedumangad	2	8100	6	10800	14	630	4	540	1500	3375	1500	5625	2	50	29120
		RTO Attingal Total	5	20250	60	108000	115	5175	64	8640	25000	56250	25000	93750	66	1650	72945
8	RTO Kollam	RTO, Kollam	7	28350	4	7200	80	3600	10	1350	7500	16875	5000	18750	15	375	76500
9		SRTO, Karunagapally	2	8100	2	3600	50	2250	6	810	1000	2250	1000	3750	8	200	20960
10		SRTO, Kottarakara	1	4050	1	1800	9	405	2	270	3000	6750	800	3000	8	200	16475
11		SRTO, Punalur	2	8100	6	10800	14	630	4	540	2000	4500	2000	7500	10	250	32320
		RTO Kollam Total	12	48600	13	23400	153	6885	22	2970	13500	30375	8800	33000	41	1025	146255
12	RTO Pathanamthitta	RTO, Pathanamthitta	6	24300	2	3600	30	1350	7	945	3000	6750	3000	11250	5	125	48320
13		SRTO, Adoor	4	16200	4	7200	5	225	1	135	1000	2250	2000	7500	5	125	33635
14		SRTO, Thiruvalla	1	4050	2	3600	5	225	1	135	2000	4500	1000	3750	12	300	16560
15		SRTO, Mallapally	1	4050	2	3600	5	225	1	135	1400	3150	750	2813	5	125	14098
		RTO Pathanamthitta Total	12	48600	10	18000	45	2025	10	1350	7400	16650	6750	25313	27	675	112613
16	RTO Alappuzha	RTO, Alappuzha	6	24300	4	7200	30	1350	10	1350	3500	7875	2000	7500	5	125	49700
17		SRTO, Kayamkulam	1	4050	4	7200	10	450	5	675	1500	3375	3500	13125	10	250	29125
18		SRTO, Chenganoor	1	4050	4	7200	10	450	4	540	1300	2925	3000	11250	10	250	26665
19		SRTO, Mavelikara	1	4050	2	3600	5	225	5	675	1000	2250	3000	11250	5	125	22175
20		SRTO, Cherthala	1	4050	2	3600	16	720	10	1350	1250	2813	1250	4688	30	750	17970
		RTO Alappuzha Total	10	40500	16	28800	71	3195	34	4590	8550	19238	12750	47813	60	1500	145635
21	RTO Kottayam	RTO, Kottayam	3	12150	8	14400	35	1575	4	540	3000	6750	3000	11250	15	375	47040
22		SRTO, Changanaserry	2	8100	1	1800	15	675	2	270	2000	4500	2000	7500	15	375	23220
23		SRTO, Kanjirapally	2	8100	1	1800	15	675	2	270	2000	4500	2000	7500	15	375	23220
24		SRTO, Pala	2	8100	1	1800	15	675	2	270	2000	4500	2000	7500	15	375	23220
25		SRTO, Vaikom	2	8100	1	1800	15	675	2	270	2000	4500	1000	3750	15	375	19470
		RTO Kottayam Total	11	44550	12	21600	95	4275	12	1620	11000	24750	10000	37500	75	1875	136170
26	RTO Idukki	RTO, Idukki	2	8100	4	7200	15	675	4	540	2000	4500	2000	7500	10	250	28765
27		SRTO, Vandiperiyar	1	4050	8	14400	20	900	2	270	1000	2250	2000	7500	10	250	29620
28		SRTO, Thodupuzha	1	4050	4	7200	20	900	2	270	1500	3375	2000	7500	16	400	23695
		RTO Idukki Total	4	16200	16	28800	55	2475	8	1080	4500	10125	6000	22500	36	900	82080

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	District	Description	HP Laser Jet 1320		HP Business Inkjet 1000		Epson-LQ 300 +II (80&132 col)		500 sheet/bundle		DL		RC		25		
			Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
		Max. Rate in Rs.	4050		1800		45		135		2.25		3.75		25		
29	RTO, Ernakulam	RTO, Ernakulam	2	8100	10	18000	60	2700	12	1620	4500	10125	6000	22500	20	500	63545
30		SRTO, Thripunithura	1	4050	1	1800	9	405	1	135	1500	3375	1000	3750	5	125	13640
31		SRTO, Aluva	3	12150	2	3600	60	2700	20	2700	7000	15750	2500	9375	15	375	46650
32		SRTO, N.Paravoor	2	8100	8	14400	48	2160	20	2700	3000	6750	5000	18750	15	375	53235
33		SRTO, Mattanchery	2	8100	1	1800	10	450	1	135	2500	5625	2000	7500	10	250	23860
	RTO Ernakulam Total		10	40500	22	39600	187	8415	54	7290	18500	41625	16500	61875	65	1625	200930
34	RTO, Muvattupuzha	RTO, Muvattupuzha	2	8100	8	14400	10	450	4	540	2000	4500	2000	7500	10	250	35740
35		SRTO, Perumbavoor	2	8100	6	10800	15	675	4	540	2500	5625	2500	9375	15	375	35490
36		SRTO, Kothamangalam	1	4050	4	7200	10	450	4	540	1000	2250	1000	3750	20	500	18740
	RTO Muvattupuzha Total		5	20250	18	32400	35	1575	12	1620	5500	12375	5500	20625	45	1125	89970
37	RTO Thrissur	RTO, Thrissur	5	20250	10	18000	30	1350	4	540	10000	22500	5000	18750	10	250	81640
38		SRTO, Irinjalakuda	4	16200	3	5400	30	1350	5	675	10000	22500	3000	11250	0	0	57375
39		SRTO, Guruvayoor	2	8100	8	14400	12	540	6	810	5000	11250	3500	13125	20	500	48725
40		SRTO, Kodungalur	2	8100	4	7200	28	1260	2	270	2000	4500	2000	7500	12	300	29130
41		SRTO, Vadakkancherry	1	4050	4	7200	12	540	3	405	1500	3375	2000	7500	11	275	23345
	RTO Thrissur Total		14	56700	29	52200	112	5040	20	2700	28500	64125	15500	58125	53	1325	240215
42	RTO Palakkad	RTO, Palakkad	8	32400	16	28800	72	3240	20	2700	6000	13500	3000	11250	10	250	92140
43		SRTO, Alathur	1	4050	4	7200	10	450	3	405	2000	4500	1500	5625	10	250	22480
44		SRTO, Mannarkad	1	4050	1	1800	8	360	4	540	2500	5625	1500	5625	6	150	18150
45		SRTO, Ottapalam	1	4050	4	7200	10	450	3	405	2000	4500	1500	5625	10	250	22480
46		SRTO, Pattambi	1	4050	4	7200	10	450	4	540	1000	2250	1000	3750	5	125	18365
	RTO Palakkad Total		12	48600	29	52200	110	4950	34	4590	13500	30375	8500	31875	41	1025	173615
47	RTO Malappuram	RTO, Malappuram	4	16200	12	21600	50	2250	0	0	9000	20250	5000	18750	25	625	79675
48		SRTO, Perinthalmanna	1	4050	4	7200	22	990	6	810	2000	4500	2000	7500	0	0	25050
49		SRTO, Ponnani	2	8100	2	3600	15	675	5	675	2000	4500	1000	3750	15	375	21675
50		SRTO, Tirur	4	16200	12	21600	100	4500	12	1620	5000	11250	5000	18750	20	500	74420
	RTO Malappuram Total		11	44550	30	54000	187	8415	23	3105	18000	40500	13000	48750	60	1500	200820
51	RTO Kozhikode	RTO, Kozhikode	6	24300	12	21600	50	2250	12	1620	10500	23625	10000	37500	20	500	111395
		SRTO, Kodusally	1	4050	3	5400	20	900	4	540	5500	12375	4000	15000	12	300	38565
	RTO Kozhikkode Total		7	28350	15	27000	70	3150	16	2160	16000	36000	14000	52500	32	800	149960
53	RTO Vadakkara	RTO, Vadakkara	7	28350	5	9000	50	2250	10	1350	4500	10125	3500	13125	20	500	64700
		SRTO, Koyilandy	4	16200	12	21600	35	1575	8	1080	3500	7875	3500	13125	15	375	61830
		RTO Vadakkara Total		11	44550	17	30600	85	3825	18	2430	8000	18000	7000	26250	35	875
55	RTO Wayanad	RTO, Wayanad	4	16200	8	14400	15	675	10	1350	3000	6750	3500	13125	10	250	52750
	RTO Wayanad Total		4	16200	8	14400	15	675	10	1350	3000	6750	3500	13125	10	250	52750
56	RTO Kannur	RTO, Kannur	3	12150	8	14400	52	2340	15	2025	3500	7875	5000	18750	20	500	58040
57		SRTO, Thalassery	2	8100	8	14400	12	540	8	1080	3000	6750	2500	9375	10	250	40495
58		SRTO, Thaliparamba	2	8100	8	14400	10	450	5	675	5000	11250	5000	18750	5	125	53750
	RTO Kannur Total		7	28350	24	43200	74	3330	28	3780	11500	25875	12500	46875	35	875	152285
59	RTO Kasargode	RTO, Kasargode	3	12150	8	14400	18	810	6	810	1500	3375	1500	5625	10	250	37420
60		SRTO, Kanhangad	2	8100	8	14400	10	450	3	405	1500	3375	1500	5625	16	400	32755
	RTO Kasargode Total		5	20250	16	28800	28	1260	9	1215	3000	6750	3000	11250	26	650	70175