

**Proceedings of the Transport Commissioner, Kerala**  
(Present: R.Sreelekha, I.P.S)

Sub :- Motor Vehicles Department - FAST Project - Audit of Facility Management Services (01-07-2010 to 30-06-2012) – Work awarded – Revised Orders Issued

Read :- 1. G.O.(Rt) No.246/2010{frans Dated.23-06-2010  
2. RFP No. MIT4/746/TC/2011 Dated. 12-06-2012  
3. Work order No. M-IT4/746/TC/2011 Dated. 17-02-2014  
4. Letter No. VRC/TVM/2014/957 Dated. 20-02-2014 from Vishnu Rajendran & Co

**Order No. M-IT4/746/TC/2011 Dated. 04-08-2014**

Government vide paper 1<sup>st</sup> read above accorded sanction to award the contract for Facility Management Services in Motor Vehicles Department to Centre for Development of Imaging Technology(CDIT). The Facility Management Services includes maintenance of ICT equipments, Non ICT equipments, providing manpower for system administration and house-keeping, providing stationery and consumables.

As per the paper 2<sup>nd</sup> read above, Department had invited tender from Chartered Accountant Firms to carry out Audit of the Facility Management Services. Following firms have submitted tenders for the audit work.

(a.) M/s. D Varghese & Associates (b.) M/s. S Suresh Kumar & Associates  
(c.) M/s. ISAAC & Suresh Chartered Accountants (d.) M/s. GSPU & Associates  
(e.) M/s.Vishnu Rajendran & Co.

Departmental Committee constituted for the selection of the auditor evaluated the bids and selected M/s Vishnu Rajendran & Co, Chartered Accountant being the lowest bidder. Accordingly, Department has given work order to them vide paper 3<sup>rd</sup> read above and vide paper 4<sup>th</sup> read above they have requested to issue revised work order to execute the audit work in the offices listed in the RFP for the period **01-07-2010 to 30-06-2012** .

In the above Circumstance, the work order issued vide reference 3<sup>rd</sup> cited is canceled and revised work order is issued herewith, to carry out the audit work of Facility Management Services provided by CDIT, during the period (01-07-2010 to 30-06-2012) as part of FAST Project to M/s Vishnu Rajendran & Co for a total amount of **₹ 7,65,750/-** (Rupees **Seven Lakhs- Sixty Five Thousand- Seven Hundred - Fifty** Only).

The selected firm will commence the work at the earliest, following the terms and conditions; given below.

1. The Audit work should cover all the aspects of project agreement, RFP and commercials.
2. The Auditing as well as the reports must be prepared and submitted within **3 Months** (inclusive of holidays) from the date of award of the work. No further extension will be permitted. Penalty @ 5% of total Audit Cost per month will be levied for period beyond the stipulated time.
3. Furnish Performance Bank Guarantee for **₹ 76,575/-** (Rupees **Seventy Six Thousand - Five Hundred - Seventy Five** Only) in favour of "The Transport Commissioner, Kerala", issued by a Scheduled Bank, located in Kerala.

4. Execute an agreement in Kerala stamp paper (2 Nos) of value ₹100/- (Rupees **One Hundred Only**) purchased in the Kerala State.

Payment Terms and conditions:

Payment will be made only after getting the following reports (zonal wise) countersigned by the Head of Offices (RTO/JRTO) and accepted by the Department and after deducting penalties if any.

1. Audit team office visit report (Proforma Attached).
2. Asset Register - (Equipments) (Proforma Attached).
3. Stock / Store Audit Report with recommendations.
4. Reconciliation statement of Utilisation of Service Charges by Heads of Offices.
5. Asset replacement (irreparable equipments) report.
6. Facility Management Services feedback from each office.
7. Service Charge Reconciliation statement.
8. Downtime Penalty (Bi-monthly) reconciliation statement.
9. Payment statement (Bi-monthly) to service provider.
10. Corrective actions and recommendations report.

Sd/-  
Transport Commissioner

Encl: Draft Agreement, List of Offices & Address, Model Bank Guarantee format for furnishing performance security deposit.

- To:
1. M/s.Vishnu Rajendran & Co.(Chartered Accountants) ,2nd Floor, "Devi Nandanam" , 'I'C 26/1754(3), Uppalam Road, Statue, Trivandrum- 695 001
  2. The Director, Centre for Development of Imaging Technology (C-DIT), Chitranjali Hills, Thiruvallom, Thiruvananthapuram - 695 027 (For necessary support to the audit team)
  3. The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali Hills, Thiruvallom, Thiruvananthapuram - 695 027 (For necessary support to the audit team)

- Copy to:
1. CA to TC, CA to JTC, Sr. Finance Officer, Law Officer, Accounts Officer for information.
  2. HA (Reconciliation), Section Superintendent (K), Section Superintendent (MIT), Section Superintendent (J), MIT6 Section, K4 Section, system supervisor to provide necessary records and information as and when required by the audit team.
  3. All DTCs, RTOs, JRTOs (Directed to provide necessary documents required for the audit work)
  4. Project Manager (CDIT) for information and necessary action.
  5. Stock file and spare

Approved for Issue

Senior Superintendent

4-8-14

## Draft Agreement

THIS AGREEMENT is made on this the .....Day of .....2014, at ..... between the GOVERNOR OF KERALA, represented by Smt R. Sreelekha, I.P.S Transport Commissioner, Motor Vehicles Department (hereinafter referred to as "MVD" which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the FIRST PART and the M/s Vishnu Rajendran & Co, Chartered Accountants (hereinafter referred to as "Auditor" which expressions shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) represented by Shri ..... on the OTHER PART.

WHEREAS the MVD desires to engage the auditor to audit the Facility Management Services (hereinafter referred to as 'FMS') provided by C-DIT for the period 01-07-2010 to 30-06-2012.

AND WHEREAS the meeting of the FAST Monitoring Committee held on 19-10-2010 decided for the finance audit on the Facility Management Services provided by C-DIT.

NOW, IN CONSIDERATION OF THE AFORESAID DECISION, THE PARTIES HERE BY AGREED AS FOLLOWS:

1. The following documents shall form part of this agreement, as if Incorporated herein.
  - a. Request for proposal (RFP) appended to the Tender Notice No. MIT4/746/TC/2011 Dated. 12-06-2012 (Annexure I)
  - b. Technical & Commercial Bid dated 17-07-2012 of M/s Vishnu Rajendran & Co (Annexure II)
  - c. Order No. M-IT4/746/TC/2011 Dated. 04-08-2014 awarding the audit work to M/s Vishnu Rajendran & Co (Annexure IV)
  - d. Performance Bank Guarantee No. \_\_\_\_\_, dated \_\_\_\_\_ for ₹ 76,575/- (Rupees Seventy Six Thousand - Five Hundred - Seventy Five Only).

### Scope of Audit Work

- **Facility Management Services (FMS):** Evaluation of the FMS Service Provided by M/s. CDIT with reference to the RFP, its findings and recommended solutions. Evaluation of system administration, house keeping services, supply of stationery and consumables etc provided by SPMVD.
- **Stock/Store Register:** Verification of stock registers related to stationery, consumables and ICT equipments etc. in each office. Verification of invoices of consumables (Lamination Pouches, Toners, Ink Cartridges etc), stationery (Pre-printed, A4 sheet etc) and reconciliation of the bills purchased by the Department directly or by bills already submitted by SPMVD for payment with the actual supply. Physical verification of ICT equipments and other assets in the FAST Project and submitting Office wise, Zone wise Asset register. Verification of irreparable equipments replacements register and provide suggestions.
- **Audit of Payments:** Audit and compliance of TDS, Service Tax etc. towards the payment to the Service Provider. Audit of payments of electricity and telephone bill (broadband connection). Payments deducted from the bi-monthly bills of the service provider also to be audited. Audit of payments made for additional works and supplies by the service provider.



- **Service Charge Collection:** Reconciliation of Service Charges Collected against bank statement.
- **Allotment of Service Charge:** Reconciliation of Service charge transfer credited to RTOs with the utilisation certificate complying the Government Order (G.O (Rt) No. 247/2010/Trans Dated. 24-06-2010) for the replacement of irreparable equipments, payment of electricity and broadband bill.
- **Downtime Penalty:** Reconciliation of Downtime Penalty in accordance with the Service Level Agreement (SLA). Calculation of downtime penalty based on monthly downtime report and Service Level Agreement (SLA), and report of the amount to be deducted from the final payment.
- **Manpower Deployment:** Verification whether required number of qualified and experienced SPMVD support personnel as per agreement were deployed at MVD offices to manage and maintain the facilities. Quantification of Man power supplied and payments due.
- **Annual maintenance contract (AMC):** Verify SPMVD has signed & managed all Annual maintenance contract (AMC) agreements with the respective hardware or equipment vendors, on behalf of MVD, for all its assets.
- **Reports:** verification whether SPMVD has maintained reports of Preventive maintenance, Call report, downtime penalty, backup etc.
- **Review:** Review of AMC and Facility Management Services, Help Desk management and recommended Solution to overcome the shortfalls.

## Deliverables

- Auditor should deploy sufficient auditors to complete the audit work in the stipulated time.
- Audit team should submit office visit report with the counter signature of Head of each office.
- Asset Register to be submitted – Zonal wise (Equipments) counter signed by the Head of each Office.
- Stock / Store Audit Report with recommendations.
- Reconciliation statement of Utilisation of Service Charge.
- Asset replacement (irreparable equipments) report.
- Facility Management Services feedback from each office.
- Service Charge Reconciliation statement.
- Downtime Penalty (Bi-monthly) reconciliation statement.
- Payment statement (Bi-monthly) to service provider.
- Corrective actions and recommendations report.

## Terms and Conditions

The Audit work should cover all the aspects of project agreement, RFP and commercials.

The Auditing as well as the reports must be prepared and submitted within 3 Months – (inclusive of holidays) from the date of award of the work. No further extension will be permitted. Penalty @ 5% of total Audit Cost per month will be levied for period beyond the stipulated time. The audit has to be completed within the time frame specified

## TERMS OF PAYMENT

- Submit reports with the counter signature of Head of Office of each office.
- Payment will be made only after getting the final reports and accepted by the Department and deducting penalties if any.

## CONTRACTUAL TERMS AND CONDITIONS

The professional fee of the assignment is restricted to an amount of ₹ 7,65,750/- (Rupees **Seven Lakhs- Sixty Five Thousand- Seven Hundred - Fifty** Only) and will be paid by the 1<sup>st</sup> Party to the 2<sup>nd</sup> Party within 30 days after submission of the Audit report.

## GENERAL

a. The auditor should be given access to all legal documents, correspondence, financial manual, procurement manual, identification of the items procured under the project and notices from MVD, Government of Kerala and any other information associated with the project as deemed necessary by the auditor within reasonable time frame in the line of time frame given to the auditor for their reporting and as per with the programme of audit submitted earlier. The 1<sup>st</sup> party will also sanction the audit programme as submitted by the 2<sup>nd</sup> party and both of the parties are duty bound to maintain the said sanctioned programme in all occasions. In addition, the 1<sup>st</sup> party will also issue necessary identity cards to the auditors for smooth accomplishment of the assignment.

b. This Contract shall be subject to the jurisdiction of the Courts in Thiruvananthapuram only.

IN WITNESS WHEREOF the parties hereunto have set their hands on the day, month and year first above mentioned

Signed by (For Motor Vehicles Department) \_\_\_\_\_

Name and Designation

(Office Seal)

PARTY ON THE FIRST PART

In the presence of witnesses

(1) \_\_\_\_\_

(2) \_\_\_\_\_

Signed by (For M/s. **Vishnu Rajendran & Co**) \_\_\_\_\_

Name and Designation

(Office Seal)

PARTY ON THE OTHER PART

In the presence of witnesses

(1) \_\_\_\_\_

(2) \_\_\_\_\_

# **Audit Team – Office Visit Report 2014**

Audit Work (FAST Project)  
Facility Management Services

**01-07-2010 to 30-06-2012**

Name of Office

Audit Period

DD-MM-YYYY to DD-MM-YYYY

Sl. No.

Name, Designation,  
Mobile No. (Auditor)

Signature with Date

*This is to certify that the audit team deputed by M/s Vishnu Rajendran & Co , Chartered Accountants has visited this office for the audit work on DD-MM-YYYY and completed on DD-MM-YYYY.*

Section Superintendent	Office Seal	Head of Office
Name, Designation, Signature with Date		Name, Designation, Signature with Date

## Asset Register 2014 (ICT & Office Equipments)

Name of Office

Sl. No.	Equipment Name	Model No.	Serial No.	Warranty	
				Start Date	End Date
	Computer			DD-MM-YYYY	DD-MM-YYYY
	Printer				

Audit Team

Name, Designation, Signature with Date

*This to certify that the assets (ICT & Office Equipments) were physically verified by the auditors as part of audit work from DD-MM-YYY to DD-MM-YYYY and found correct.*

Section Superintendent	Office Seal	Head of Office
Name, Designation, Signature with Date		Name, Designation, Signature with Date



### List of Offices & Address

Sl. No.	Office Code	Office Name	Office Address	Phone No. & e-mail ID
<b>Thiruvananthapuram</b>				
1		Head Office: Transport Commissionerate	2nd Floor, Trans Towers, Vazhuthacaud, Thycaud P.O., Thiruvananthapuram - 695014	91-0471-2333317 / 37 tcoffice@keralamvd.gov.in

### **SOUTH ZONE, Thiruvananthapuram**

<b>Thiruvananthapuram</b>				
2.		Deputy Transport Commissioner Office, South Zone	1st Floor, Trans Towers, Vazhuthacaud, Thycaud P.O., Thiruvananthapuram - 695014	91-0471-2333336 dtctvm@keralamvd.gov.in
3.	KL-01	Regional Transport Office, Thiruvananthapuram	Transport Bhavan, East Fort, Fort P.O., Thiruvananthapuram - 695023	91-0471-2469223 kl01@keralamvd.gov.in
4.	KL-19	Sub Regional Transport Office, Parassala	Mini Civil Station, Parassala P.O., Thiruvananthapuram- 695502	91-0471-2200026 kl19@keralamvd.gov.in
5.	KL-20	Sub Regional Transport Office, Neyyattinkara	Mini Civil Station, Opp. Neyyattinkara Taluk Office, Neyyattinkara P.O., Thiruvananthapuram- 695121	91-0471-2223643 kl20@keralamvd.gov.in
6.	KL-22	Sub Regional Transport Office, Kazhakuttom	2nd Floor, Alathara Complex, Kazhakuttom P.O., Thiruvananthapuram - 695582	91-0471-2412400 kl22@keralamvd.gov.in
7.	KL-15	Regional Transport Office, Nationalized Sector	Civil Station, Kudappanakunnu, Thiruvananthapuram	91-0471-2731339 kl15@keralamvd.gov.in
8.	KL-16	Regional Transport Office, Attingal	Ansar Complex, N.H. 47, T.B. Junction, Attingal P.O., Thiruvananthapuram- 695101	91-0470-2626400 kl16@keralamvd.gov.in
9.	KL-21	Sub Regional Transport Office, Nedumangad	3rd Floor, Revenue Tower, Nedumangad, Nedumangad P.O., Thiruvananthapuram - 695541	91-0472-2813177 kl21@keralamvd.gov.in

### **Motor Vehicle Check Posts**

10.	mvcp 301	Amaravila (IN)	Kurumkutty, Parassala, Thiruvananthapuram	91-0471-2226695 mvcp301@keralamvd.gov.in
11.	mvcp 302	Amaravila (OUT)	Sales Tax Building, Amaravila, Thiruvananthapuram- 691316	mvcp302@keralamvd.gov.in
12.	mvcp 303	Poovar	818, Sasthas 6, Perumbazhinji, Kulathoor, Neyyattinkara. Thiruvananthapuram.	91-0471-2209166 mvcp303@keralamvd.gov.in



Kollam				
13.	KL-02	Regional Transport Office, Kollam	Civil Station, Aanandavalleswaram, Civil Station P.O., Kollam - 695013	91-0474-2793499 kl02@keralamvd.gov.in
14.	KL-23	Sub Regional Transport Office, Karunagapally	Mini Civil Station, karunagapally, Kollam - 690518	91-0476-2625041 kl23@keralamvd.gov.in
15.	KL-24	Sub Regional Transport Office, Kottarakkara	Polachira Building, Market Junction, Kottarakkara P.O., Kottarakkara, Kollam- 691506	91-0474-2455699 kl24@keralamvd.gov.in
16.	KL-25	Sub Regional Transport Office, Punalur	Nellipally, Punalur, Kollam 691305	91-0475-2228420 kl25@keralamvd.gov.in
17.	KL-61	Sub R T Office, Kunnathur	Chakkuvally, Sooranad P.O	kl61@keralamvd.gov.in
Motor Vehicle Check Posts				
18.	mvcp 304	Aaryankavu	Aaryankavu, Aaryankavu P.O., Kollam - 691316	91-0475-2211633 mvcp304@keralamvd.gov.in
Pathanamthitta				
19.	KL-03	Regional Transport Office, Pathanamthitta	Parayil Building, College Road, Makamkunnu P.O., Pathanamthitta- 689645	91-0468-2222426 kl03@keralamvd.gov.in
20.	KL-26	Sub Regional Transport Office, Adoor	3rd Floor, Revenue Tower, Adoor P.O., Pathanamthitta. PIN: 691523	91-04734-227475 kl26@keralamvd.gov.in
21.	KL-27	Sub Regional Transport Office, Thiruvalla	Revenue Tower, Opp. Police Station, Thiruvalla, Pathanamthitta-689101	91-0469-2635577 kl27@keralamvd.gov.in
22.	KL-28	Sub Regional Transport Office, Mallapally	Mini Civil Station, Mallapally, Pathanamthitta -689585	91-0469-2681900 kl28@keralamvd.gov.in
23.	KL-62	Sub RT Office, Ranni	Cheriyamoozhiyil Buildings, Pulimukku, Angadi P.O., Ranni, Pathanamthitta - 689674	kl62@keralamvd.gov.in
Alappuzha				
24.	KL-04	Regional Transport Office, Alappuzha	Civil Station, Civil Station P.O., Alappuzha - 688001	91-0477-2253160 kl04@keralamvd.gov.in
25.	KL-29	Sub Regional Transport Office, Kayamkulam	Mini Civil Station, Near KSRTC Bus Stand, Kayamkulam, Kayamkulam P.O., Alappuzha - 690101	91-0479-2447730 kl29@keralamvd.gov.in
26.	KL-30	Sub Regional Transport Office, Chengannur	Mini Civil Station, Chengannur P.O., Chengannur, Alappuzha PIN: 689121	91-0479-2450800 kl30@keralamvd.gov.in

27.	KL-31	Sub Regional Transport Office, Mavelikkara	Mini Civil Station, Mavelikkara, Alappuzha. PIN: 690101	91-0479-2306200 kl31@keralamvd.gov.in
28.	KL-32	Sub Regional Transport Office, Cherthala	Mini Civil Station, Cherthala, Cherthala P.O., Alappuzha - 688524	91-0478-2816248 kl32@keralamvd.gov.in

**CENTRAL ZONE-I, Thrissur****Thrissur**

29		Deputy Transport Commissioner Office, Central Zone-I	TC 50/789, Opp. Civil Station, Ayyanthole P.O., Thrissur - 680 003	91-0487-2360450 dtctcr@keralamvd.gov.in
30	KL-08	Regional Transport Office, Thrissur	Civil Station, Ayyanthole P.O., Thrissur - 680 003	91-0487-2360262 kl08@keralamvd.gov.in
31	KL-45	Sub Regional Transport Office, Irinjalakkuda	Mini Civil Station, Irinjalakkuda, Thrissur-680121	91-0480-2825666 kl45@keralamvd.gov.in
32	KL-46	Sub Regional Transport Office, Guruvayoor	Manjula Shopping Complex, East Nada, Guruvayoor P.O., Thrissur - 680 101	91-0487-2551666 kl46@keralamvd.gov.in
33	KL-47	Sub Regional Transport Office, Kodungalloor	Mini Civil Station, West Nada, Kodungalloor, Thrissur - 680 664	91-0480-2807666 kl47@keralamvd.gov.in
34	KL-48	Sub Regional Transport Office, Vadakancherry	Souhrada Arcade, Near Taluk Office, Wadakancherry, Thrissur - 680582	91-04884-233666 kl48@keralamvd.gov.in
35	KL-64	Sub RT Office, Chalakkudy	Mini Civil Station, 2nd Floor, NH 47 By-Pass, Chalakkudy - 680307	kl64@keralamvd.gov.in

**Palakkad**

36	KL-09	Regional Transport Office, Palakkad	Civil Station, Civil Station P.O., Palakkad - 678002	91-0491-2505741 kl09@keralamvd.gov.in
37	KL-49	Sub Regional Transport Office, Alathur	2nd Floor, Vyaparabhavan Building, Near A.S.M High School, Alathur P.O., Palakkad - 678541	91-0492-2224909 kl49@keralamvd.gov.in
38	KL-50	Sub Regional Transport Office, Mannarkad	Mini Civil Station, Kunthipuzha, Mannarkad, Palakkad - 678541	91-04924-223090 kl50@keralamvd.gov.in
39	KL-51	Sub Regional Transport Office, Ottapalam	SBI Building, Opp. Municipal Bus Stand, Main Road, Ottapalam, Palakkad	91-0466-2247064 kl51@keralamvd.gov.in
40	KL-52	Sub Regional Transport Office, Pattambi	2nd Floor, Mini Civil Station, Pattambi P.O., Palakkad - 679303	91-0466-2214182 kl52@keralamvd.gov.in

**Motor Vehicle Check Posts**

41	mvcp 306	Walayar (IN)	Walayar, Palakkad	91-0491-2862011 mvcp306@keralamvd.gov.in
----	----------	--------------	-------------------	---



42	mvcp 307	Walayar (OUT)	Walayar, Palakkad	91-0491-2862411 mvcp307@keralamvd.gov.in
43	mvcp 308	Gopalapuram	Gopalapuram, Palakkad road, Palakkad	91-04923-236388 mvcp308@keralamvd.gov.in
44	mvcp 309	Velanthavalam	6/898, Velanthavalam, Kozhippara, Palakkad – 678 551	91-04923-235541 mvcp309@keralamvd.gov.in
45	mvcp 310	Nadapunni	412/12, Nadapunni, Kozhinjampara, Palakkad.	91-04923-236888 mvcp310@keralamvd.gov.in
46	mvcp 311	Govindapuram	Govindapuram, Mudalamada P.O., Palakkad.	91-04923-236398 mvcp311@keralamvd.gov.in
47	mvcp 312	Meenakshipuram	7/229 (231), Perumatti Panchayat, Meenakshipuram P.O., Palakkad	91-04923-234416 mvcp312@keralamvd.gov.in

#### Malappuram

48	KL-10	Regional Transport Office, Malappuram	Civil Station, Uphill, Malappuram - 676505	91-0483-2734924 kl10@keralamvd.gov.in
49	KL-53	Sub Regional Transport Office, Perinthalmanna	Padippura Building, Kozhikkode Road, Perinthalmanna P.O., Malappuram – 679 322	91-04933-220856 kl53@keralamvd.gov.in
50	KL-54	Sub Regional Transport Office, Ponnani	1st Floor, Mini Civil Station, Ponnani Nagar, Ponnani, Malappuram. PIN: 679583	91-0494-2667511 kl54@keralamvd.gov.in
51	KL-55	Sub Regional Transport Office, Tirur	Mini Civil Station, Tirur, Malappuram. -676 101	91-0494-2423700 kl55@keralamvd.gov.in
52	KL-65	Sub RT Office, Tirurangadi	Mini Civil Station, Block Road, Chemmad, Tirurangadi P.O. PIN: 676306	91-0494-2463000 kl65@keralamvd.gov.in

#### Motor Vehicle Check Posts

53	mvcp 313	Vazhikkadavu	344/9, Vazhikkadavu Panchayath, Vazhikkadavu, Malappuram - 679333	91-04931-276272 mvcp313@keralamvd.gov.in
----	-------------	--------------	---	---

<b>CENTRAL ZONE-II, Ernakulam</b>				
<b>Kottayam</b>				
54	KL-05	Regional Transport Office, Kottayam	Civil Station, Collectorate P.O., Kottayam - 686002	91-0481-2560429 kl05@keralamvd.gov.in
55	KL-33	Sub Regional Transport Office, Changanassery	Revenue Tower, Changanassery P.O., Changanassery, Kottayam - 686101	91-0481-2411931 kl33@keralamvd.gov.in
56	KL-34	Sub Regional Transport Office, Kanjirappally	Mangalampady Buildings, Attickal, Ponkunnam P.O., Kanjirappally, Kottayam - 686506	91-04828-223090 kl34@keralamvd.gov.in
57	KL-35	Sub Regional Transport Office, Pala	15/168-C, Pala Municipality, chethimattam, Pala, Kottayam - 686575	91-0482-2216455 kl35@keralamvd.gov.in
58	KL-36	Sub Regional Transport Office, Vaikom	Municipal Building, Kochukavala, Vaikom P.O., Kottayam. PIN: 686141	91-04829-224141 kl36@keralamvd.gov.in
<b>Idukki</b>				
59	KL-06	Regional Transport Office, Idukki	Civil Station, Kuyilimala, Pinav P.O., Idukki- 685603	91-04862-232244 kl06@keralamvd.gov.in
60	KL-37	Sub Regional Transport Office, Vandiperiyar	3rd Floor, Mini Civil Station, Peerumedu P.O., Idukki - 685531	91-04869-252733 kl37@keralamvd.gov.in
61	KL-38	Sub Regional Transport Office, Thodupuzha	Building No. II/609, Thodupuzha Municipality, Prakash Building, Opp. Prakash Pump, Thodupuzha P.O., Idukki - 685584	91-04869-252733 kl37@keralamvd.gov.in
<b>Motor Vehicle Check Posts</b>				
62	mvcp 305	Kumili	Commercial Tax Building, Kumili P.O., Idukki PIN: 685509	91-04869-223107 mvcp305@keralamvd.gov.in
<b>Ernakulam</b>				
63		Deputy Transport Commissioner Office, Central Zone-II	Government Quarters, Kunnumpuram, Kakkanad, Ernakulam. PIN: 682021	91-0484-2423030 dtcekm@keralamvd.gov.in
64	KL-07	Regional Transport Office, Ernakulam	2nd Floor, Civil Station, Kakkanad, Thrikkakara P.O., Ernakulam. PIN: 682030	91-0484-2422246 kl07@keralamvd.gov.in

65	KL-39	Sub Regional Transport Office, Thripunithura	1st Floor, Vypari Vyavasai Buildings, Near Sreekala Theatre, Vadakkekotta, Thripunithura P.O., Ernakulam - 682301	91-0484-2774166 kl39@keralamvd.gov.in
66	KL-41	Sub Regional Transport Office, Aluva	6/1293, Mini Civil Station, Goods Shed Road, Aluva, Ernakulam - 683101	91-0484-2622006 kl41@keralamvd.gov.in
67	KL-42	Sub Regional Transport Office, North Paravur	Abul Memorial Shopping Complex, Perumpadanna, North Paravur, Ernakulam PIN: 683513	91-0484-2442522 kl42@keralamvd.gov.in
68	KL-43	Sub Regional Transport Office, Mattancherry	Chemeens Jn., Thoppumpady P.O., Kochi - 682005	91-0484-2229200 kl43@keralamvd.gov.in
69	KL-17	Regional Transport Office, Muvattupuzha	Mini Civil Station, Pazhappally, Mudavoor P.O., Muvattupuzha, Ernakulam - 686669	91-0485-2814959 kl17@keralamvd.gov.in
70	KL-40	Sub Regional Transport Office, Perumbavoor	Municipal Shopping Complex Building, Pattal, Iringole P.O., Perumbavoor, Ernakulam - 683548	91-0484-2525573 kl40@keralamvd.gov.in
71	KL-44	Sub Regional Transport Office, Kothamangalam	3rd Floor, Revenue Tower, Kothamangalam P.O., Ernakulam-686691	91-0485-2826826 kl44@keralamvd.gov.in
72	KL-63	Sub RT Office, Angamaly	IIP Building, Near SNDG Jn., Manjapra Road, Angamaly - 683572	91-0484-2456333 kl63@keralamvd.gov.in



<b>NORTH ZONE, Kozhikode</b>				
<b>Kozhikkode</b>				
73		Deputy Transport Commissioner Office, North Zone, Kozhikkode	Civil Station, Malaparamba, Kozhikkode - 673020	91-0495-2370985 dtckkd@keralamvd.gov.in
74	KL-11	Regional Transport Office, Kozhikkode	Civil Station, Malaparamba, Kozhikkode. - 673020	91-0495-2371705 kl11@keralamvd.gov.in
75	KL-57	Sub Regional Transport Office, Koduvally	Koduvally P.O., Kozhikkode - 673572	91-0495-2210280 kl57@keralamvd.gov.in
76	KL-18	Regional Transport Office, Vadakara	Mini Civil Station, Vadakara Town, Kozhikkode - 673101	91-0496-2526234 kl18@keralamvd.gov.in
77	KL-56	Sub Regional Transport Office, Koyilandy	Meethlekandi Complex, Koyilandy Town, Koyilandy, Kozhikkode. PIN: 673305	91-0495-2623215 kl56@keralamvd.gov.in
<b>Wayanad</b>				
78	KL-12	Regional Transport Office, Wayanad	Civil Station, North Kalpetta, Wayanad. PIN: 673122	91-04936-202607 kl12@keralamvd.gov.in
<b>Motor Vehicle Check Posts</b>				
79	mvcp 315	Sulthan Bathery (Muthanga)	Thajarappady, Muthanga, Sulthan Bathery, Wayanad	91-04936-270110 mvcp315@keralamvd.gov.in
80	mvcp 316	Kattikulam	Kattikulam P.O., Thirunelli, Wayanad. PIN: 670646	91-04935-250505 mvcp316@keralamvd.gov.in
<b>Kannur</b>				
81	KL-13	Regional Transport Office, Kannur	Civil Station, Kannur. PIN: 670102	91-0497-2700566 kl13@keralamvd.gov.in
82	KL-58	Sub Regional Transport Office, Thalassery	2nd Floor, Hindustan Tower, Town Hall Road, Chirakkara P.O., Thalassery, Kannur. PIN: 670104	91-0490-2327300 kl58@keralamvd.gov.in
83	KL-59	Sub Regional Transport Office, Thaliparamba	6/140 'N', Katti Complex, Manna, Thaliparamba, Kannur. PIN: 670141	91-0460-2206580 kl59@keralamvd.gov.in
<b>Motor Vehicle Check Posts</b>				
84	mvcp 314	Iritty	Iritty, Kannur	91-0490-2493566 mvcp314@keralamvd.gov.in

Kasaragod				
85	KL-14	Regional Transport Office, Kasaragod	Civil Station, Vidya Nagar, Vidya Nagar P.O., Kasaragod. PIN: 671123	91-04994-255290 kl14@keralamvd.gov.in
86	KL-60	Sub Regional Transport Office, Kanhangad	Thidil Complex, Near Town Hall, T.B. Road, Kanhangad P.O. PIN: 671315	91-0467-2207766 kl60@keralamvd.gov.in
Motor Vehicle Check Posts				
87	mvcp 318	Manjeshwaram (Thalappadi)	Manjeshwaram, Kunjathoor, Kasaragod. PIN: 671315	91-04998-272454 mvcp318@keralamvd.gov.in
88	mvcp 319	Perla	Vishwakarma, Perla Estate, Perla, Kasaragod	91-04998-226720 mvcp319@keralamvd.gov.in
89	mvcp 317	Neeleswaram	Cheruvathur P.O., Kasaragod	+91-0467-2262154 mvcp317@keralamvd.gov.in

**MODEL BANK GUARANTEE FORMAT FOR FURNISHING  
PERFORMANCE SECURITY DEPOSIT  
GUARANTEE BOND PRESCRIBED BY THE GOVERNMENT OF KERALA**  
(To be used by Nationalised and Scheduled Commercial Banks)

In consideration of the Governor of Kerala (hereinafter called the "Government") having agree to exempt (H.E. name and address) [Hereinafter called "the said Contractor(s)"] from the demand, under the terms and conditions of an agreement dated..... made ..... between ..... and .....

..... for ..... (hereinafter called "the said Agreement") of security deposit for the due fulfillment by the said contractor(s) of the terms and conditions contained in the said Agreement, on production of a bank guarantee for ₹..... [Rupees.....(in words) .....only]. We ..... Bank Limited (hereinafter referred to as "the Bank" do hereby undertake to pay to the Government an amount not exceeding ₹..... (Rupees in words) against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement

2. We ..... Bank Limited do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of any breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor's failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹.....(Rupees in words).....

3. We ..... Bank Limited further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged of till .....(Office/Department) certified that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges the guarantee. Unless a demand or claim under this guarantee is made on us within one year from the period fixed or extended (if the agreement/supply order specifically provide for such extension of time) for the due performance of the contract by the contractor we shall be discharged from all liability under this guarantee thereafter.

4. We..... Bank Limited further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or



for any forbearance act or omission on the part of the Government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

5. To give effect to this guarantee it shall be competent for the Government to act as though the Bank, were the principal debtor.

6. It is hereby expressly agreed and declared that this guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any former or other guarantees or guarantee heretofore given by the Bank to the Government and now existing uncanceled and that this guarantee is not intended to and shall not revoke or limit such other guarantee or guarantees.

7. We.....Bank Limited lastly undertake not to revoke this guarantee during its currency except with the previous consent of Government in writing Dated..... day of ..... one thousand.....for ..... Bank Limited.