

Central Institute of Road Transport



Reference No.: CIRT/TD/26-27

Maintenance Existing Web Base Job Card Management System

05-12-2025

Central Institute of Road Transport

Post box No. 1897, Pune – Nasik Road, Pune 411 026

Tel. No. 020-67345300, Fax No. : 020-67345407

www.cirtindia.com

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BID DETAILS

Sr. No.	Particulars	Details
1)	Tender Reference No.	CIRT/TD/25-26/
2)	Tender Publish Date	05-12-2025
3)	Tender issuing Authority	Central Institute of Road Transport Pune – Nasik Road, Bhosari, Pune – 411026
4)	Name of the Work / Project	Maintenance of Web Base Job Card Mgt. System.
5)	Cost of the Tender	Rs. 1000/- plus taxes (Rupees One Thousand Only plus taxes) through Demand Draft in favor of “Director, CIRT, Pune”. The cost of tender document should be paid along with the submission of the tender as per the schedule.
6)	Earnest Money Deposit	Rs. 8,000/- (Rupees Eight Thousand Only) through Demand Draft in favor of “Director, CIRT, Pune”
7)	Submission of Pre-bid queries	08-12-2025 by 1700 hrs stores@cirtindia.com
8)	Pre-Bid Meeting	09-12-2025 at 1100 hrs
9)	Due date for online submission of bid	26-12-2025 at 1430 hrs
10)	Physical Submission of Technical bid documents at CIRT, Pune	31-12-2025, 1600 hrs
11)	Technical Bid Opening	02-01-2026, 1100 hrs

Sr. No.	Particulars	Details
12)	Commercial Bid Opening	Will be informed to all the technically qualified bidders through email.
13)	Address for Communication and Submission of Proposals	Director Central Institute of Road Transport Pune – Nasik Road, Bhosari, Pune – 411026 Tel: 020-67345300 stores@cirtindia.com
14)	Download Request for Proposal & Upload e-tender	A copy of the tender document can be downloaded from http://www.cirtindia.com/

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Preface

1.1 About the RFP

- Central Institute of Road Transport was established in 1967 as a joint initiative of the Association of State Road Transport Undertakings (ASRTU) and the then Ministry of Shipping and Transport, Government of India. As a technical organ of the ASRTU, CIRT is committed to improve the performance of State Road Transport Undertakings (SRTUs). Central Institute of Road Transport is herein after also referred as “CIRT” which term or expression unless excluded by or repugnant to the context or the meaning thereof, shall be deemed to include its successors and permitted assigns herein after called “Central Institute of Road Transport” or “CIRT” or “Institute”, issues this Request For Proposal, hereinafter called “RFP”.
- The Request for Proposal is issued for inviting proposals (technical and commercial bids) for the “Maintenance of Web Based Job Card Management System”.
- Bidder submitting the proposal in response to RFP for this project shall hereinafter be referred to as “Bidder / System Integrator / Vendor / SI” interchangeably.
- Consortium of bidder not allowed.
- The RFP document is neither an offer letter nor a legal contract, but an invitation for offers / responses. No contractual obligation on behalf of CIRT whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized personnel from CIRT and the Bidder.
- All offers of the Bidders shall be unconditional and once accepted whether with or without modifications by CIRT shall be binding between CIRT and such Bidder. This is also a binding document between CIRT and respondents till the completion of selection process and notification of award and till a contract is signed between CIRT and the System Integrator in the process in case both parties initiate and expedite certain actions pending the execution of a contract.
- CIRT may modify any / all of the terms of this RFP and shall be entitled to award the contract to a selected Bidder with / without modification of any conditions contained herein.
- This RFP document is structured in such a way that the Bidders understand and acquaint themselves with CIRT’s business, existing IT scenario and architecture and propose Maintenance of Web based Job Card Management System (herein after referred to as “JCMS” or “M-JCMS” solution) to meet CIRT’s requirement, taking into consideration the existing applications and infrastructure within the scope of the project and subject to terms and conditions of this RFP.
- This section is a preface to the entire document and the following sections are meaningfully segregated for better understanding of the document. The section headings or any other headings do not have any contractual sequence and the submission of responses to RFP should be based on total understanding of the document.

1.2 Tender Notice

CENTRAL INSTITUTE OF ROAD TRANSPORT

Post Box. No. 1897, Pune Nashik Road, Bhosari, Pune-26.
Phone 020 67345300 Fax No. 020- 67345407

NOTICE INVITING TENDER

The Central Institute of Road Transport (CIRT), Pune, invites offer in a 'Two Bid System' from reputed firms for Implementation of Web Based Job Card Management System (JCMS) at CIRT Pune.

The Technical Bids should be separately sealed and duly superscribed with the name "Maintenance of Web Based Job Card Management System for the period of 5 years". Duly completed offer, Sealed and superscribed should reach the Director, CIRT, Pune on as per the Tender Notice. The technical bids shall be opened in the presence of the vendor or their representatives if they desire to be present.

The Director, CIRT reserves the right to accept/reject/split-up any or all bids without assigning any reasons thereof.

Head ASD

CIRT, Pune

The Request for Proposal (RFP) comprising details may be downloaded from CIRT Website www.cirtindia.com .

1.3 How to fill Tender document

1.3.1 Instructions To Bidders

- The Tender is invited in two bid system i.e. technical and financial bids.
- The bidders are expected to examine carefully all the contents of the Request for Proposal (TENDER) document including instructions, terms and conditions, specifications, and drawings if any and take them fully into account before submitting their proposal. Failure to comply with the requirements as detailed in these documents shall be at the bidders own risk. Bidders which are not responsive to the requirements of the TENDER Document shall be rejected.
- While sincere efforts have been made to avoid errors in drafting the TENDER document, the bidders are advised to check the same carefully. No claim because of any errors detected in the TENDER document shall be entertained.
- The proposal submitted on behalf of a Firm, shall be signed by all the Partners of the Firm or by a Partner who has the necessary authority on behalf of the firm to submit the proposal.
- The successful bidder is bound to carry out all the appropriate activities or work necessary for the completion of the project, even though such activities are not exclusively included while defining the scope of the work, but necessary to achieve the overall objective of the project. Such activities are deemed to be priced in the financial section of proposal. No claim on this account shall be entertained. If the work at any one place out of three does not materialise the order for that place will not be placed.

1.3.2 SUBMISSION OF PROPOSALS:

- Applicants are requested to submit their proposals online.
- The Technical Proposal to be submitted in Hard Copy in sealed envelopes, superscripted as Technical Bid for the “Maintenance of Job Card Mgt. System”. The technical proposal shall be addressed to “The Head-Administrative Services Division, Central Institute of Road Transport, Post Box 1897, Pune-Nashik Road, Bhosari, Pune – 411 026.”
- Financial Proposal to be submitted online only. If financial bid hard copy found the bid will be technically disqualified.

- **List of Documents to be submitted along with Technical Bid**

Envelope – I (TECHNICAL BID)

- Covering Letter with details of DD of Tender Fee & Earnest money deposit.
- Information about the Bidder
- Copy of Work orders
- Annexure – 1: Undertaking On letter Head Consortium Not Allowed
- Annexure – 2: Confirmation of Terms and Conditions
- Annexure – 3: Bank Guarantee
- Annexure – 4: Pre-Bid query Format
- Annexure – 5: Non-Disclosure Agreement
- Annexure – 6: Commercial Bid
- Annexure – 7: Existing System Flow
- All documents to be signed, stamped by the bidder.
- Note: Technical Bid to be submitted in file with proper indexing in Hard Copy.
- The sealed quotation of technical bid should be superscribed as “Technical Bid for the Maintenance of Web Base Job Card Mgt. System ” and should be addressed to “

The Director,
CENTRAL INSTITUTE OF ROAD TRANSPORT,
Post Box No. 1897, Pune Nasik Road
Pune 411026

Envelope – II (Financial BID)

- Financial Bid to be submitted online only.
- Annexure – 6: Financial Bid

2 About CIRT

2.1 CIRT Profile

- The Central Institute of Road Transport is a unit of the Association of State Road Transport Undertakings (ASRTU), New Delhi. CIRT was formed on the joint initiative of the Association of State Road Transport Undertakings (ASRTU) and the then Ministry of Shipping and Road Transport, Government of India in 1967. The major activities in the institute are as follows:
 - Vehicle Certification & Testing: CIRT undertakes assignments through its sophisticated automobile component testing laboratories, recognized by the Bureau of Indian Standards (BIS) for testing a wide range of automobile components.
 - Consultancy & Research: CIRT undertakes assignments on transport policy, transportation planning, traffic management, maintenance management, materials management, human resource management, intelligent transport systems, bid process management and management information systems.
 - Training: CIRT offers management development programmes covering general management, transport operations and maintenance engineering for practicing managers in STUs, other organizations operating transport services besides road transport officials.
 - Vehicle Certification & Testing: CIRT undertakes assignments through its sophisticated automobile component testing laboratories, recognized by the Bureau of Indian Standards (BIS) for testing a wide range of automobile components.
 - Bharat New Car Assessment Programme The Indian New Car Assessment Program, more commonly referred to as BNCAP, is India's independent voice on vehicle safety. Bharat NCAP is a "New Car Safety Assessment program" which proposes a mechanism of awarding 'Star Ratings' to automobiles based upon their performance in crash tests.
 - CIRT also assists the Ministry of Road Transport & Highways on several projects related to public transport and road safety under various schemes as a Technical Evaluating & Monitoring Agency. CIRT officials are members of various Expert Committees on Public Transport, Road Safety, Motor Vehicle Legislation & ITS. CIRT has been nominated as the Technical Secretariat for the Working Party (WP. 1) on Road Traffic Safety of the United Nations Economic Commission for Europe.

3 Organizational Structure of CIRT

- CIRT is administered by a Governing Council consisting of chief executives of the State Transport Undertakings (STUs) and officials of the government. The Vice-President of ASRTU is the ex-official Chairman of CIRT's Governing Council.
- CIRT, headed by the Director, has two division providing vehicle and component testing and certifications – Engineering division and Safety and Homologation division.
- The Engineering division provides component testing and has 11 labs, each specialised in a particular component type. These are Electrical Lab, Automobile Lab, Tyre Lab, Chemical Lab, Metallurgical Lab, Polymer Lab, Environmental Lab, Photometry Lab, Petroleum Lab, Fatigue Lab, Vehicle Crash Lab, Workshop. These labs are further subdivided into two clusters. The labs also provide test services and reports pertaining to the CMVR standards.
- The Safety and Homologation (S&H) division is primarily into vehicle certification.
- Technical Directorate is the department which coordinates centrally with the labs, customers and accounts for end to end process.
- Apart from the test services by the operational divisions, training and consultancy services are also provided to the transport sector covering general management, transport operations and maintenance engineering, transport policy, transportation planning, traffic management, maintenance management, materials management, human resource management and management information systems.

4 Project Overview

4.1 Scope of Work

- CIRT offers automobile & component testing facilities to the automobile and component manufacturers apart from the SRTUs. Association of State Road Transport ASRTU relies on the test reports of CIRT while awarding rate contracts to automobile component manufacturers.
- CIRT seeks to improve the operational efficiencies and integration among various departments by Maintenance of Web based Job Card Management System.
- CIRT has already developed Web Base Job Card Mgt. system in the year 2017-18. Technology used
 - Front End : HTML, CSS, Java Script, JSON, ASPX pages
 - .Net Technology : MVC 5.0
 - Framework : .Netframe 4.5
 - Crystal Report : 13.0
 - Backend : Microsoft SQL Server Standard Edition 2017
- CIRT requires maintenance of the existing system to ensure that the different functions within CIRT such as the accounts team, technical directorate and the labs, are appropriately integrated with each other as well as enable interactions with the customers (“Customer or “Party” can be an STU or a private customer of CIRT availing the testing facilities from Engineering division or S&H division).
- The scope of the Bidder is to study the existing JCMS
 - The scope of the project for the System Integrator includes provision of all necessary or customary application related components for the Maintenance of Web based Job card Management System (JCMS), including, but not limited to, suitable hardware, operating systems, application software, RDBMS and other required systems, their installation as a total turnkey solution so as to be able to achieve the required service levels described herein. The Implementation scope also includes high speed scanners (that may need to be integrated with the system), backup devices,
 - The M-JCMS to provide a centralised view of data for CIRT.
 - The Bidder shall be required to estimate the required products and services considering that only principal provisions are given in this RFP. The Bidder has to take total responsibility for working out macro and micro level details of the project plan and the requirements and make provision to utilise the existing infrastructure as per the information furnished in the RFP about the availability of such systems for the use in this project scope.
 - Bidder shall be required to maintain the existing systems for a period of 5 years from the date of handover of system.
 - The Bidder shall be required to submit a project plan considering the entire scope expressed in the RFP document or scope deemed necessary and manage the project execution as per the plan approved by CIRT. The plan submitted should cover all the assumptions that have been made by the Bidder for a smooth execution of the project.

- CIRT expects the Bidder to train the end users till CIRT's personnel gain sufficient expertise in the system and are capable of taking over the training function themselves.
 - Training should be imparted at various levels depending on the roles and responsibilities of the users such as CIRT's executives, core team, end-users, etc.
 - The training should cover solution features, facilities, operations, implementation, troubleshooting, system administration, database administration etc.
 - Any infrastructure including system configuration required for trainings needs to be configured and managed by the Bidder.
- The Bidder should maintain the project as an on-going project beyond the contractual period of 5 years.
- The Bidder is required to maintain existing software of JCMS, Labs, Accounts, Onlinet website for sample verification.
- CIRT own the Intellectual property rights of the proprietary.

- **Ownership of Deliverables**

All intellectual property rights, including but not limited to copyrights, patents, trademarks, trade secrets, and any other proprietary rights, in any work product, deliverables, documentation, software, or materials developed or delivered by the bidder under this RFP and any resulting contract shall be the sole and exclusive property of the CIRT.

- **License to Use Pre-Existing IP**

If the bidder incorporates any pre-existing intellectual property into the deliverables, the bidder shall grant to CIRT a perpetual, irrevocable, worldwide, royalty-free, non-exclusive license to use, reproduce, modify, and distribute such pre-existing intellectual property solely as part of the deliverables.

- **Third-Party Rights**

The Bidder shall ensure that all deliverables are free from any third-party rights that would restrict the CIRT use of the deliverables. The Bidder shall indemnify and hold harmless the CIRT from any claims arising from infringement of third-party intellectual property rights.

- **Confidentiality and Non-Disclosure**

The bidder shall not use or disclose any confidential information or intellectual property of the CIRT for any purpose other than the performance of the contract, without prior written consent.

4.2 Overview of Current Systems

This section provides the assessment of the current process flows and key process components of the existing system.

Table below provides an overview of the current system integration with various departments/systems:

Department	Job Card Generation	Integration with Job Card Management System
Technical Directorate	Implemented	Yes
Engineering Research Labs (Independent Lab systems)	Implemented	Yes
Safety and Homologation Labs (Manual Process)	Not implemented	Not Applicable
Accounts	Not Applicable	Yes

Table 1: Integration status of the current system

4.3 Overview of current operations at CIRT

- CIRT offers varied testing services for a range of components, including testing against the Central Motor Vehicle Rules (CMVR) for reporting, third party inspection of the components that are procured by various automobile companies and STUs, developmental testing for the components manufactured by the transport units, vehicle certification for type approval, etc.
- CIRT has implemented a job card management system to ensure logging and tracking of testing requirements, analysis of testing work performed, recording of test results provided by labs, generation of final reports and generation of bills. The following section describes the current processes. CIRT has two divisions providing the testing services – Engineering Research Centre (ERC) and Safety and Homologation (S&H). The details on each section is given as under:
- The **Engineering Research Center** constitutes of 12 labs. There are 12 lab codes each created for these labs in both databases. These labs perform the core business operations for CIRT – i.e. conducting various tests on automobile components, as per the specifications provided to them through the job cards issued by the Technical Directorate (TD) and provide a test report with the test results and a ‘grade’ according to the test analysis. There are no direct interactions between the labs and the customers and the tests are conducted anonymously by the labs. Final reports are prepared by TD based on the results provided by the labs. Each lab has its own testing system that prepares the report output based on the parameters provided..

4.3.1 **Safety and Homologation (S&H):** This lab provides vehicle certification for ‘type approval’ to the automobile customers. There are currently no job cards generated for the vehicle testing at present. Customers send testing requests directly to S&H and once the testing is completed, the record of the customer request and test report are sent to TD for bill generation using the job card system.

4.3.2 Engineering Research Centre

4.3.2.1 Operational process overview – Testing services

- The process is initiated when an STU or a private organization (hereafter referred to as ‘the customer’) approaches CIRT to seek its expertise in testing.
- The customer provides the technical requirements and based on these, a budget is finalized and shared with the customer. After agreeing to the budget, customer sends relevant samples to CIRT for testing.
- The samples are received at the security gate and a sample ‘IN’ entry is made at the security gate.
- A preliminary validation of the samples based on completeness, technical requirements, sample count, extent and nature of work is carried out. If any discrepancies are noted in the samples or the details provided by the customer, CIRT reverts to the customer to get it clarified. Once the samples are validated and the scope of work for testing is defined, a job card for each sample is generated by the Technical Directorate (TD) Section. Based on the type of report desired by the customer, the job card can be created for non CMVR and CMVR reporting.
- The job card is issued by TD to the respective labs for performing the required testing. Once the labs receive the job cards, samples are collected from TD. The job card is again reviewed by the labs based on the samples received. If there are any discrepancies noted, a copy of the job card is sent back to TD for clarifications. Based on the customer requirements and samples presented, a probable date of completion is shared by the labs to the TD.
- TD sends the acknowledgement to the customer with the probable date of issuance of report along with the proforma invoice.
- In the meantime the testing is commenced in the labs. In some cases, certain parameters might need to be tested by other labs. For such requests an internal job card is manually created and sent by the primary lab to the secondary lab. Depending on the nature of testing, the primary lab can either continue with the testing procedure or wait for the test results from the secondary lab to be available prior to commencing its testing. In some cases, there are multiple sub job cards issued to concerned labs.
- When the testing of the primary lab is completed along with the test results from secondary labs, if any, the draft annexure are prepared by the primary lab scientists based on the testing performed and the observation sheets.
- A file is prepared for each test including the copies of the job card issued by TD, checklist and drawings of the samples (if any), observation sheets and the draft annexure and is sent for the Quality Management Coordinator (QMC) review.
- This review is performed by the nominated members for QMC. This review is typically an end to end review of the entire test.
- Once the review is done, the lab scientists prepare the final annexure addressing the QMC review comments and assigning a grade. A file with all the documents like job card, final annexure, draft annexure, checklist, drawing, observation sheets is prepared and sent to TD.

- TD reviews the final annexure and the grades. If there are any queries from the labs, the same is communicated. Once the clarifications are completed, TD prepares the final report with the final annexure given by the lab.
- The Annexure at various labs generated in MS-Access.
- The reports are issued to the customer once all the payments are received in some cases reports are issued without payment also.
- If the samples are rejected or testing has been completed and the sample is required to be returned as per customer instruction, the sample is sent back and an 'Out' entry is made at the security gate when the material is taken out.

4.3.2.2 Financial process overview– Bill generation and Money receipt:

- Bill generation is carried out at the Technical Directorate. However, the payments are recorded in financials by the Accounts department using the accounting software Tally. There is currently no interface available between Tally and Job Card system.
- CIRT has a standard rates list based on the specifications for all CMVR and STU tests. The same have been made available to the STUs. For private parties, the customer reaches out to CIRT TD team for an estimate of the cost based on the specifications that they want to be tested. TD sends an estimate to the customer, in consultation with relevant labs (that provide the specifics of tests to be conducted under each chosen specification or arrive at a cost based on the new specification sent by customer). Once the customer confirms, TD can initiate the process. The payment may be received at any of the below stages:
 - Initial stage – along with the samples and specifications sent
 - Intermediate stage – when the testing is in progress
 - Post testing – once the testing is completed and TD sends a notification for payment
- Initially, when the payments are received by the accounts department. The customer sending the payment is identified. The payments are received from the customer in one of the four modes –Cheque, demand draft, Online, NEFT and RTGS.
- On receiving the payment details, the accounts department checks for the bill details. If the bill details are available (i.e. the services have been rendered and bill is generated), the payment is considered into the account of CY (current year) or PY (previous year). In case, the bill details are unavailable (i.e. the services are not provided and bill is not generated), payment is considered in the account of advanced test charges for STU or Private depending on the type of customer. Accounts team also calculates the service tax applicable on the payments and deducts the same and does appropriate accounting entries.
- The accounts department prepares the 'money receipts' (MR) and sends the same to TD.
- The money receipt adjustments against the bills is performed by TD using the job card system.
- After the generation of bills and linking of money receipts to the bill, the report is issued to the client. If the payment received is partial, TD follows up with the client

to obtain the full payment and thereafter releases the final report. Every month, a report is shared by TD with the accounts team, providing the following data:

- the bills that have been generated but no payments have been received against it.
- The money receipts that have been prepared for the payments already but testing is still in progress
- The bills that are generated and linked with the prepared money receipts
- Hence the accounts department considers the following for the calculation of GST:
 - Bills that are not linked to any MR
 - Bills that are linked with current month's or previous month's MR
 - MRs that are generated in the current month but not linked with any bills.

The revenue booking is done for the linked bills and money receipt combination.

4.3.3 Safety and Homologation (S&H):

- The job card system is integrated with this lab at present.
- The customer requests can be received by the department through any of the following sources:
 - Customers directly interacting with S&H division
 - TD
 - Director
- The following types of activities are performed in this division:
 - **Type approval certification (TAC)**
 - This involves vehicle certification as per CMVR requirement for field testing and component reports
 - Request is received and the documentation (technical specifications, component test reports and the certifications for the modified parts, if applicable) is reviewed for completeness of the mandatory documents
 - The proforma invoice is manually created and sent to the customer and the vehicle is received from the customer for testing.
 - The vehicle is inspected and component test reports are verified as a part of the testing. In case individual component testing reports are not available, those components need to be tested by the respective ERC labs and reports are shared with S&H to be considered for their vehicle testing. Once the testing is completed, a draft report and certificate is prepared and signed by the S&H Head and Director, CIRT.
 - A final report and certificate is prepared, after addressing the comments from the management, if any, and the same is sent to TD for initiating the billing process.
 - TD receives the file and generates the bill using the job card system, based on the proforma invoice and communicates with the customer on

payments and to issue the certificate to customers based on the payment status. Certificates are issued only on receipt of the full payment.

○ **Confirmatory of Production (CoP)**

- It involves certification of specified safety critical components at periodic intervals (1 or 2 years) depending on the expiry of the TAC.
- When such requests are received, the test charges are calculated by the concerned lab and a proforma invoice is manually prepared and sent to the customers
- One representative from the S&H department and one from the concerned lab, where the components are required to be tested, visit the plant
- The samples (of components) are selected by the CIRT staff and the same are sent by the customer to the concerned CIRT lab
- The ERC labs perform the testing and provide the test report to the S&H division where the CoP certificate is prepared
- The certificate is signed and approved by the Head of S&H division and the Director and is sent back to TD with proforma invoice, retaining a copy of the same
- TD receives the certificate and generates the bill using the job card system, based on the proforma invoice and communicates with the customer for payments and to issue the certificate to based on the payment status. Certificates are issued only on receipt of full payment.

○ **Accreditation of bus body builders**

- It involves on-site inspection of the bus body production plants and awarding accreditation certificates. This is mandated by Ministry of Road Transport and Highways for bus body builder.
- Customer request for such type of plant audit is received by the S&H division. The audit charges are calculated and the same is informed to the customer to be paid 100% in advance.
- On the receipt of payment, the audit is planned mutually. The representative from the S&H department visits the manufacturer's plant along with the checklist with mandatory safety parameters and technical specifications
- When the plant inspection is complete, the checklist is signed by the CIRT auditors and authorized personnel from the bus body builder manufacturer. The accreditation certificate is prepared if there are no discrepancies and is signed by the HoD and Director.
- Once the certificate is signed, a copy of the file is retained with S&H and the original file is sent to TD along with the details of the payments received
- TD receives the file and generates the bill using the job card system, based on the charges calculated and payment received. Thereafter, TD issues the certificate to the customer.

○ **Third Party Inspection**

- It involves inspection of vehicles (primarily buses / chassis) that have been procured by the customer from a manufacturer
- The STUs / MTCs / Private parties, who buy buses from manufacturers, send a letter to S&H division for inspection of the buses / chassis and request for the quote for the testing services.
- S&H division sends a quote for both, the prototype and the regular buses, to the client (buyer of the buses, in this case)
- After receiving the confirmation from the client about the inspection charges, the S&H staff completes the joint inspection (along with the representatives from buyer and manufacturer) at the plant. This inspection is planned mutually and is carried out based on CMVR rules or tender specifications or the client specifications.
- A minutes document is prepared by S&H staff, signed and submitted to the stakeholders, at the site after the completion of the joint inspection
- S&H sends a note on completion of the work (including details such as chassis number, number of buses, customer name, customer letter number, charges etc.) to TD. TD generates the bill using the job card system and sends the same to the customer (buyer). TD communicates with the customer for the bill payment

4.4 Overview of Current IT Landscape at CIRT

The following figures depicts the overview of the current IT landscape at CIRT in terms of existing servers, network and security components.

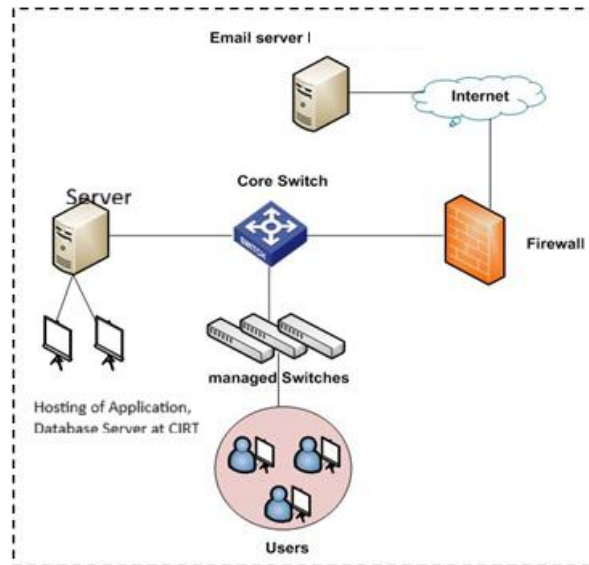


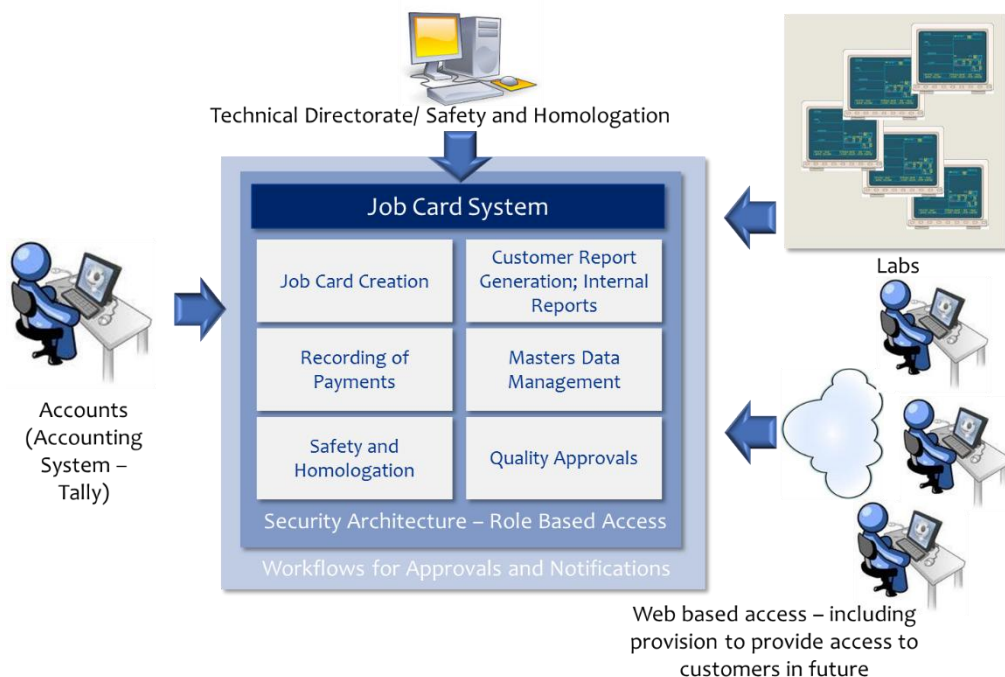
Figure 2: Current IT Landscape – CIRT

5 Proposed Maintenance of Job Card Management System

This section provides the overview of the proposed system and the functional as well as technical requirements for the Maintenance of web based job card system.

5.1 Process brief

The Maintenance of web based job card management is integration of– Technical directorate, ERC (Labs) and accounts for the testing services. The following figure depicts system architecture:



the following are the salient features envisaged for JCMS:

1. Single system (database) to cover all types of testing and reporting – CMVR/Non-CMVR/Customized/ Homologation
2. Standardized data entry forms to be maintain, based on the type of reporting
3. Role based access to be available to the TD team, Labs, quality team, management and accounts department.
4. Maintenance of Online Customer Portal Real time depicting at various stages such as acceptance of the testing, deviation if any, test completion and report generation. The final report will not be displayed on Customer portal but will give status of report.
5. Central master data management to enable creation of new masters and management of existing masters
6. Workflows to be built to enable job card notifications to be sent to the labs, queries and communications to be sent online to reduce cycle time and test reports to be sent back to TD online

5.2 About Existing Functional System

5.2.1 General Requirements

- System is web based application.
- System should authenticate all users based on a unique user ID and password.
- System provide role based access to all users with different application and data views based on the job role, including but not limited to – accounts, labs, technical directorate, lab-in-charge, Head ERC, Director, CIRT, quality approvers and security team.
- The system having standard forms for data entry for:
 - Job card creation by type of report [CMVR/Non-CMVR/ Extension]
 - Job card creation for non-CMVR by sub-category [STU/ASRTU/Private]
 - Job card creation for Safety & Homologation if any
 - Option to create a job card for private party reports with customized specifications
- The system having search option available for different roles (such as TD/Accounts/ Labs etc.) to search records pertaining to their department/ lab with option to search by:
 - Party name/ unique ID
 - Period [Year/ Month/ Date]
 - Lab
 - Part/ Item Code
 - Sample Name/ Code
 - Report type - CMVR/ Non-CMVR
 - Sample type/ number
 - Job card number/ range
 - Specification code
- The system create audit logs and timestamps for records and various actions taken on the job card. The audit trails should not be editable and users should not be allowed to delete.
- The system having provision for acceptance of payments by the customers in the account department, the money receipt of the same will be generated and sent to TD, with one copy to customer if any.
- The system having following masters :
 - Lab masters
 - Specification Master
 - Item Masters
 - Party Master
 - Grade Master
 - Rate master (different labs may have different rate masters, those need to be maintained in system).
 - Accounting masters (as applicable)
 - Lab report type master
 - Standards master (for S&H)

- CMVR rules master
- Designation master
- Tax rate master (with implementation period) [This should be a parameterised value that can be configured from front end and should not need any code change every time a rate is changed]
- Inability reason master
- Rate master for private party
- Sample Test Order (STO) [for ASRTU samples]
- Testing equipment master with calibration details
- Scientist master [The name, designation and lab code for the scientists should be updated and should appear in the reports and annexure with the updated value]

5.2.2 Security Requirements Maintenance

- Role based access allow users to only view data pertaining to their role.
- System allow for records [job cards/ payments/adjustment etc.] to be created or edited only in the current period.
- System restrict any adjustments for previous periods.
- The system should restrict deletion of payments already applied against job cards.
- Logging and time stamp should be available for all transactions/ records created on the system
- User should not be able to edit or delete system logs or records.
- Workflows should be built in a manner that a user creating a record should never be able to approve (in case approvals are required)
- Updates to master data should be logged and all previous values should be available.
- System should enable the sample receipt ('in' entry) and sample issue/ return ('out' entry) to be recorded at the security gate through a security login.
- System should have an internal number series defined for generating document numbers and should use a separate number series for various documents – acknowledgements, reports, bills/ invoices, debit notes, credit notes etc.

5.2.3 Technical Directorate

- System having drop down menu to create the job card that which include the following fields as mandatory:
 - Date of creation
 - User who created it
 - Party Name and unique ID (search menu)

- Type of report required (drop down menu)
 - Primary lab code (drop down/ search menu)
 - Option to include secondary lab code (drop down/ search) [Multiple secondary lab codes should be possible to create]
 - Specifications to be tested (search menu)
 - Other fields as optional
- System having workflow based system incorporated to perform the following activities:
 - Send customer queries to the concerned labs for estimate.
 - Inform the concerned lab (automated alert notification) once a job card is created for their lab
 - Option to view and print the job card.
 - Send notification to labs if the target date for a job card completion is approaching.
 - Upload of a report against the job card onto the system.
 - Notification to the TD on completion of a job card.
 - Notification to TD for cases where testing is not feasible.
- System having the ability to automatically generate a 'CIRT acknowledgement number' on acceptance of a test. This number should be mapped to the job card number (one-to-one mapping).
- System having the ability to link the proforma invoice that is created at the time of inquiry to the sample that is received later.
- System having the ability to automatically generate a final report and bill based on the test results report uploaded by Labs.
- System should have the ability to link a customer payment to the specific job card and even line items within a job card.
- System having the ability to release a partial report [for some elements if there is a consolidated requirement sent by client], for instances where the job card may have multiple tests and payment may have been made for some of them.
- System should automatically close all open and unfulfilled customer orders on closure of a period. However, it should allow a report to be generated and provide option to roll over the existing open orders to new period.
- System having the ability to search and display all open as well as closed job cards by:
 - Customer number/ name
 - Period [year/ month/ date]
 - Lab
 - Part/ item code
 - CMVR/ non-CMVR
- System having a feature to capture the details of sample received such as:

- Sample material type
- Number of units/ quantity received
- Markings (if any)
- Brand/ make
- Specification
- No. of units with defects, if any
- Date of receipt
- System having the ability to update the status of the sample, such as received, acknowledged, tested, returned, etc.
- System having the ability to add and edit priority to each job card should be provided to TD.
- System to have ability to send automated generation of reminders periodically through e-mail to the customer for the pending payments and on generation of invoices and generation of reports.
- System having the ability enable generation of consolidated reports to TD, labs and accounts teams for data relevant to their team.
- System having the ability to restrict editing of report after the final approval from Head Engineering. In case of modifications required to be done for special cases (such as revision of test report requested by customer or re-testing cases), the system should have the ability to enable editing of test report after approval from the Head ERC through the workflow.
- System having the ability to close the job card after a stipulated time from the issuance of report with the reason of closure.
- System having the ability in case of multi-party request, when the request is sent by the customer and the payment made by the manufacturer, the system able to capture details of both parties in the single job card.
- System having an option to identify in the job card if the customer has requested for witness test. The same should be included on the screen visible to the labs so they can plan for the inclusion of a witness while planning the test.
- System not to allow editing of bills once it is generated.
- System having the Quality Management Coordinator (QMC) approval enabled through a workflow, with a default priority level attached to all reports. TD/ Labs should have the access to edit the priority while submitting the report for QMC approval to ensure that any high priority customer requests are handled faster. System should further enable a time tracking feature for such priority reports such that any high priority report waiting for QMC approval for more than the stipulated time should automatically be forwarded to another QMC approver. In case of absence of all QMC members, the system should automatically route it to the Head ERC for approval and the report should be generated/ printed.
- System has ability for an extension job card to be created with reference to an already processed job card. This feature should be available for all types – CMVR, STU, ASRTU (NEWERC) and private parties.
- System having provision for sending reports in pdf format through email.

- A dashboard is created for TD users, where the following statistic for the day should be displayed for a quick reference:
 - Number of job cards issued by TD
 - Number of reports received by TD from various labs
 - Number of clarifications received from the labs to be forwarded to the customer
 - Number of queries forwarded to the customer
 - Number of inability reports sent to the customer
 - Number of acknowledgments sent to the customer
 - Number of job cards with PDC approaching
 - Number of job cards with PDC expired
 - Number of reports pending to be issued due to partial payment
 - Number of payments received during week/month/year, both party-division wise and cumulative.

5.2.4 Labs

- System route the job card through the workflow system to the concerned lab for:
 - Providing feasibility of testing and estimates for private parties
 - Initial inspection of the sample against the job card
- System having ability to pick up rates from the rates master for private parties while creating a quotation based on the specifications provided by the party.
- System having ability to route a job card back to Technical Directorate for clarifications or if there are discrepancies noted in initial inspection of samples against the job card specifications.
- System having ability enable the lab to provide the probable date of completion (PDC) of testing. The same should be visible to TD against the job card, once updated. Option should be available to the lab and TD to update the probable date of testing, with appropriate reason. Once updated, the revised date (PDC) should be sent to the other department through email alert/ workflow alert (i.e. if TD updates PDC, the alert should go to concerned Lab and vice versa).
- System having provision of issuing single job to multiple job cards to various labs.
- System having job card specifications to be printed/ downloaded in a pdf format.
- The various labs prepares the Annexure in MS-Access / Word File.
- System having test reports in excel/ pdf format to be uploaded by labs along with the observation sheets.
- System generate a report automatically in the required format [CMVR/Non-CMVR/ customized] based on the type of report selected during job card creation.
- Once a job card is generated on the system, it re-route the report to lab in-charge for review and approval

- System has the ability to record the elapsed time (in days) between the date of sending the report/ annexure to labs for correction and the date of receipt of the corrected report/ annexure from the lab.
- System having the ability to print report in pdf format.
- System having the provision to update the calibration status of machines in the machine master to be available to the lab in-charges. The machine master will include the following details:
 - The operational (working/non-working) status of the machine
 - Calibration values
 - The schedule for the next update on the values.
- A dashboard created for Lab users, where the following statistic for the day is displayed for a quick reference (each lab display data for their respective Lab):
 - Number of job cards received from TD
 - Number of reports issued to TD
 - Number of clarifications sent to TD to be forwarded to the customer
 - Number of internal job cards issued
 - Number of internal job cards pending with other labs
 - Number of internal job cards received from other labs with test results
 - Number of job cards with PDC approaching
 - Number of job cards with PDC expired

5.2.5 Accounts

- System having ability to record payments against a job card or a line item in the job card.
- Once payment is received is applied to the respective job card.
- System creates accounting periods [months/ year] and opening and closing of periods
- System does not allow to record any payment in previous periods.
- System having the ability to create debit and credit note, for any modifications to be made. The system having the ability to link the debit/ credit note to the job card number and enable adjustment of the money receipts against the debit/ credit notes.
- System having ability to provide a record of all payments received that have not been applied to any job cards.
- System having the the ability to record multiple payments for a job card, with the total payment being equivalent to the total job card value.
- System having the ability to apply the same payment reference to multiple job cards [in case of aggregated payment for multiple jobs], with the total of all jobs being equivalent to the total payment.

5.2.6 Customer Sample checking Status on CIRT website

- CIRT customer able to track the sample status on CIRT website through unique ID or Login ID

5.2.7 Software Modules

A) Masters

1. Lab masters
2. Specifications Master
3. Customer Master
4. Customer type Master
5. Job Card Type Master
6. Item Masters
7. Item category Master
8. Grade Master
9. Rate master.
10. Items and Specification and Rates Association Master
11. Accounting masters (For Payments and Receipts)
12. Lab report type master
13. Standards master (for S&H)
14. CMVR rules master
15. Designation master
16. Tax Masters (for accounting)
17. Inability reason master
18. Rate master for private party
19. Testing equipment master with calibration details
20. Scientist master
21. Scientist – Lab Association Master

B) Samples Register Module

- In/Out Register (for Returnable Samples)
- Inward Register (for non-returnable Samples)

C) Enquiry Module

1. Capture Data for Enquiry
2. Generate Quotation for the enquiry

D) TD Module

1. Creation of Job Cards and Assigning of Labs/Scientists

2. Status Check
3. Generation of Invoices
4. Reconcile Payments
5. Dashboard Module
 - a. Samples history – Received, Tested, Pending, Failed Samples as per sub-category, Report type, customer, Item etc.
 - b. Payment History – Customer wise, Job card wise payment history, Outstanding receivables
 - c. Certificates History – Customer wise, Item wise, monthly wise
6. Reports (for Details see below)

E) For Labs

- Master files
- Login Panel
- Job Card Inbox
- Update Job card with PDC (Projected Date of Completion)
- Generation of Internal Job cards / for External parties
- Enter results based on Test results, Annexure PDF from Access.
- Machine Calibration
- Dashboard Module
 - No of Job cards received/closed/pending.
 - No of report issued.
 - No of reports sent for QMC review.
 - No of internal job cards issued.
 - No of internal job cards pending/received from other labs.
 - No of Job cards with approaching /expired probable date of completion.

F) MIS reports (see below)

G) Accounts

Reports (for Details see below)

H) Customer

- Customer Login
- View Sample Status

I) Reports

1. Discrepancy listing
2. Inability list
3. Single Job Card
4. Single Inability Job Card
5. Inability Report
6. Inability List
7. Proforma Invoice (STUs)
8. Proforma Invoice (Pvt - CMVR, Non CMVR & Others)
9. Lab wise monthly reports
10. Acknowledgement - Hard copy
11. Acknowledgement - Through Email
12. Consolidated MR adjustment statement
13. Test Reports (STUs, ASRTU, PVT & CMVR) - Approx. 4 reports

14. Bills - Approx. 20 Categories of Bills

15. Pending Reports:

- Lab wise pending
- Lab wise pending for more than 30 days
- Fortnightly pending summary reports
- Lab wise ASRTU pending reports
- Lab wise pending priority
- Pending summary report weekly/ fortnightly/ monthly

16. Monthly Reports (Lab Position Sample Tested & Revenue Generation)

- Summary Report
- Monthly Lab Wise (Elapse Days breakup)
- Inter Lab Wise

17. ASRTU Reports:

- Test reports issued.
- Sample pending as on today.
- Samples received at CIRT.

18. Analysis:

- Daily Analysis
- Daily pending for more than 30 days
- Daily priority pending
- Revenue report (Comparison statement with Current Date & Previous Year Date)
- Revenue report period (Date Range)
- Under Process Report
- Revenue report

19. Test Report List:

- List of test reports issued.
- List of test reports under process.
- List of samples under test.
- List of inability reports issued.
- List of inability reports under process
- List of samples pending for clarification

20. Money Reports:

- Testing Charges; Year wise breakup of outstanding as on 31st March
- Testing Charges; Year wise breakup of advanced test charges as on 31st March

21. List of test report withheld for TC.

- Regular withheld party wise statement
- Year wise statement (STU only)
- Year wise consolidated statement (STU only)
- Year wise summary for all STU/Private/ CMVR/S&H
- Year wise consolidated summary for all STU/Private/ CMVR/S&H
- Party division wise summary with date range of held up test reports.

22. Outstanding Reports (STU/ASRTU/PVT)

- Consolidated outstanding statement for all STU/ASRTU/PVT
- Consolidated outstanding statement for all STU/ASRTU/PVT Party division wise.
- Year wise party, division wise summary of total outstanding (including all debit and credit notes issued)
- Year wise party, division wise summary of total outstanding: Party division wise
- Year wise summary of total outstanding
- Year wise summary of total outstanding by STU/Private/ CMVR/S&H party wise
- Combination of Held up & Release report outstanding.
- Held up reports and released reports outstanding.

23. MIS Reports

- Analysis for specification meeting
- Analysis summary for standing committee
- Consolidated Annual report.
- Consolidated Revenue report
- Revenue report for specific item
- Data report for service tax
- Revenue report Consolidated outstanding statement for all STU/ASRTU/PVT
- Consolidated outstanding statement for all STU/ASRTU/PVT Party division wise.
- Pending samples list at TD/Labs with reasons for delay in testing
- Party-wise balance amount (outstanding amount taking into account all debit and credit notes)
- Payments received and debit notes issued against the Bill.
- Money receipts created along with the credit notes issued.
- Job card checklist with marking list for all STU/ASRTU/PVT
- Test report check list with marking list for all STU/ASRTU/PVT
- List of samples under test (lab wise) with PDC as on a particular date.
- List of samples under test where PDC is unassigned.
- List of samples under test where PDC is expired.
- Daily reports of samples under test
- Daily reports of samples under test for more than 30 days
- Lab wise comparison summary statement of revenue for two or more financial years.
- Lab wise comparison summary statement of revenue for last years as the case may be with percentage
- Comparison summary statement of revenue for ASRTU/STU/Private testing /CMVR testing/S&H/COP/Accreditation for last years as the case may be with percentage
- Summary of revenue by type STU/ASRTU/Private/ CMVR testing/S&H as a percentage of total revenue in a given year.

- Standing committee analysis reports by parameters provided
- Standing committee analysis reports by parameters provided (Specific reports for ASRTU)
- Other MIS reports as required by management.

5.3 Web Base Job Card Mgt. System – Menu Option & Report

Sr. No.	Menu	Options
1	Enquiry	
1.2		Enquiry Register
1.3		Generate PI
1.4		Print / Modify PI
1.5		Print PI (ASRTU/STU)
2	Sample Desk	
2.1		Sample Gate Pass
2.2		Print Gate Pass
3	Job card	
3.1		Query Analyser-New System
3.2		Query Analyser
3.3		Pending Jobcard
3.4		Jobcard Extension
3.5		View Jobcard
3.6		Online View Detail for copy
3.7		Jobcard Approval Pending
3.8		Modify NonCMVR JobCards
3.9		Modify CMVR JobCards
3.1		Modify CSD JobCards
3.11		Modify JobCards
3.12		ERC Job Card Status
3.13		Job Card Status on Party
3.14		Reassign JobCards
3.15		Acknowledgement Bulk
3.16		Acknowledgement Single
3.17		Generate Inability Report
3.18		Release Inability Report
3.19		Partywise Inability Report
3.2		Close Job Cards
4	STO	
4.1		STO Database
4.2		STO Database View

Sr. No.	Menu	Options
5	Lab	
5.1		PDC Grade
5.2		Generate Report
5.3		Update Status of Test Report
5.4		Reassign Job Cards
5.5		Clarification For TD
6	Bill / Payment	
6.1		MR Entry
6.2		View MR Balance
6.3		MR Allocation
6.4		Allocated MR Status
6.5		Generate CR/DR Note
6.6		View CR/DR Note
6.7		Generate Bill
6.8		Drafted Bills
6.9		View Bills
6.1		Search By Bill No
6.11		Adjust Unsettled New Bills
6.12		Adjust Unsettled Old Bills
6.13		New Bills Against Cancelled
6.14		ASRTU Bulk Bill Print
7	S&H	
7.1		Generate Bill
7.2		View Bills
7.3		Third Party Inspection Bills View
7.4		Modify Bills
7.5		Create Enquiry
7.6		Generate PI
7.7		Revise PI
7.8		V-Number Entry
8	Masters	
8.1		Item Specifications Rate Master
8.2		Item Master
8.3		Specification Master
8.4		Tax Master
8.5		GroupCode Master
8.6		Item Type Master
8.7		Grade Master

Sr. No.	Menu	Options
8.8		Designation Master
8.9		Lab Master
9	All Lab Modules	Lab Function for Job Card Received, PDC etc
10	Website Module	Online Sample Login Module
11	Accounts Module	
12	DashBoard	
13	Any other module	
14	Test Report	
		1 Reports Dispatch Non-CMVR
		2 Reports Dispatch CMVR
		3 Inability Reports Dispatch
		4 Bills Dispatch
		5 Report Marking List
		6 Annual Report
		7 Test Report for Checking
		8 Consolidated Outstanding Statement
		9 Consolidated Outstanding Statement
		10 Consolidated Outstanding Statement
		11 Consolidated Outstanding Statement
		12 Checklist For Job Card Non-CMVR
		13 Checklist For Job Card CMVR
		14 STU Sample Under Test
		15 CMVR/NON-CMVR pending priority
		16 CMVR/NON-CMVR pending samples more than 30 days
		17 Monthly Pending Samples
		18 Samples received data Weekly/Monthly for the month, as on
		19 Pending Samples as on Date
		20 Pending Samples as on Date-Issue Section
		21 Test Report for Checking CMVR
		22 Test Report for Checking S&H
		23 Monthly Performance Evaluation
		24 Monthly Performance Evaluation with Credit Debit Note
		25 Sample Pending for Clarification
		26 Test Report Under Process
		27 Test Reports Issued
		28 MR Balance As on Date

Sr. No.	Menu	Options
	29	Testing Position for the Month
	30	Testing Position for the Month with Credit Debit Note
	31	Inability Report
	32	Inability Test Reports Under Process
	33	Inability Test Reports Issued
	34	S&H Bills Dispatch
	35	S&H Reports Dispatch
	36	S&H GSR Despatch
	37	ASRTU and STU Under Test Report
	Party wise Discount Offered	
	38	MR Adjustment
	39	Year Wise Party Division Outstanding Summary
	40	MR wise Party Detail Report
	41	Non-CMVR Outstanding of Pvt. Parties Against Released Test Reports
	42	Weekly Target Report
	43	Weekly Target Report with Credit Debit Note
	44	Consolidated Outstanding Statement
	45	Consolidated Outstanding Statement Only For ASRTU
	46	Service Tax / GST Report
	47	Service Tax / GST with All MR Adjustment
	48	Consolidated Outstanding Statement For Telangana
	49	Credit/Debit Note like Service Tax
	50	Financial Outstanding Reports
	51	Advances Received For Settled Bills & Unutilised
	52	Party wise Sample Tested
	53	ASRTU and STU DISPATCHED REPORT
	54	Party Wise List Of Outstanding Bills
	55	Report Issued Weekly/Monthly Lab Wise
	56	Party Wise List of Outstanding Bills New
	57	Yearwise party List of Outstanding Bills New
	58	Consolidated Outstanding Summary
	59	Credit Note Summary
	60	Update Expire PDC

Sr. No.	Menu	Options
	61	Daily Invoices Uploading For E-Invoice Portal
	62	ASRTU and STU Under Test Report New
	63	MR Received Details Report
	64	Under Process Samples Based on Test Completion Date
	65	ASRTU and STU Report Dispatched Data NEW
	66	Division Wise Consolidated Outstanding Summary
	67	MR Adjustment Party wise New
	68	Year Wise Party Division Outstanding Summary New
	69	Clear Outstanding But Not Dispatched
	70	All Data
	71	Bill Cancellation Report
	72	Revenue Report of without generated Bills
	73	S&H Third Party Despatch
	74	Daily Generated JobCard List Report
75	Reports New	Test Reports
	Dispatched Reports	
76		Reports Dispatch Non-CMVR
77		Reports Dispatch CMVR
78		Inability Reports Dispatch
79		Bills Dispatch
80		S&H Bills Dispatch
81		S&H Reports Dispatch
	Checklist for Reports	
82		Report Marking List
83		Test Report for Checking
84		Test Report for Checking CMVR
85		Test Report for Checking S&H
86	Check List for Job Card	
87		Checklist For Job Card Non-CMVR
88		Checklist For Job Card CMVR
	Monthly Reports	
89		Monthly Pending Samples
90		Monthly Performance Evaluation with Credit Debit Note
91		Pending Samples as on Date
92		Pending samples more than 30 days
93		NON-CMVR / CMVR Pending Priority

Sr. No.	Menu	Options
94		Testing Position for the Month with Credit Debit Note
95		Update Expire PDC
96	Weekly Report	Weekly Target Report with Credit Debit Note
	All Inability Menu	
97		Inability Reports Dispatch
98		Inability Test Reports Under Process
99		Inability Report
100		Inability Test Reports Issued
	Sample Status(Under Test/Under Process/ Test Report Issued)	
101		Inability Test Reports Issued
102		Test Report Under Process
103		STU Sample Under Test
104		Under Process Samples Based on Test Completion Date
	Daily Generated Job Card List Report	
105		Inability Test Reports Issued
106		Test Report Under Process
107		STU Sample Under Test
108		Under Process Samples Based on Test Completion Date
	Daily E Invoice Upload	
107		Daily Invoices Uploading For E-Invoice Portal
108		Daily Debit Note Uploading For E-Invoice Portal
109		Daily Credit Note Uploading For E-Invoice Portal
	MIS Reports	
110		Lab Wise NET Revenue For Automotive Component Testing Division (ACTD)
111		Lab Wise NET Revenue For Automotive Testing Division (ATD)
112		Lab Wise NET Revenue For ACTD and ATD
113		S&H Lab wise NET Revenue
114		lab Wise NET Revenue For ACTD and ATD and S&H
115		lab Wise Sample Received For ACTD and ATD

Sr. No.	Menu	Options
116		lab Wise Sample Tested For ACTD and ATD
117		lab Wise Sample Tested For Automotive Component Testing Division (ACTD)
118		Lab Wise Sample Tested For Automotive Testing Division (ATD)
119		ASRTU STU and Private Party Revenue and Sample Tested
120		Private Party Revenue and Sample Tested
121		CMVR Party Wise Revenue and Sample Tested
122		Party Revenue and Sample Tested as per Specification
123		lab Wise Revenue and Sample Tested as per Specification
	MR Reports	
124		MR Adjustment
125		MR Received Details Report
126		MR Adjustment Party wise New
	Outstanding Reports	
127		Year Wise Party Division Outstanding Summary New
128		Consolidated Outstanding Statement
129		Non-CMVR Outstanding Of Pvt. Parties Against Released Test Reports
130		Financial Outstanding Reports
131		Party Wise List Of Outstanding Bills New
132		Consolidated Outstanding Summary
133		Consolidated Outstanding Statement Only For ASRTU
134		Consolidated Outstanding Statement only For North East Karnataka
135		Consolidated Outstanding Statement only For North West Karnataka
136		Consolidated Outstanding Statement only Karnataka
137		Consolidated Outstanding Statement For Andhra Pradesh
138		Consolidated Outstanding Statement For Telangana
	Service Tax / GST Reports For Account	

Sr. No.	Menu	Options
139		Service Tax / GST with All MR Adjustment
140		Credit Note like Service Tax
141		Advances Received For Settled Bills & Unutilised
142		Credit Note Summary
143		Bill Cancellation Report
144	Annual Report	Annual Report
	ASRTU and STU Report Dispatched Data and ASRTU Under Test Sample	
145		ASRTU and STU Report Dispatched Data NEW
146		ASRTU and STU Under Test Report New
147	-	-
148	Clear Outstanding But Not Dispatched	Clear Outstanding But Not Dispatched
149	Party wise Discount Offered	Party wise Discount Offered
	Pending Samples	
150		Pending Samples as on Date - Issue Section
151		Sample Pending for Clarification
	Party wise Sample Tested	
152		Party wise Sample Tested
153		Consolidate Report for Sample Testing
	New Draft Reports	
154		Sample Received Information
155		Party wise Sample Tested
156		Party wise MR Balance As on date
157		Lab Wise Sample Testing Report

5.4 Technical Details

5.4.1 Application Architecture

This section provides the details of Architecture for the Solution, to be maintain by the System Integrator.

- The application is web based solution with a three tier architecture.
- The system having Firewall.

- The application architecture is designed to meet a minimum load base of 75 users with scalability to 100 users. The expected number users are given below:

Teams/ Module users	Approx Number of users
Technical Directorate	16
Accounts	4
Labs Users	30
Others [Director, TD, ERC]	10
Total approx	60

*** Expected Concurrent users Approx 50%**

- The application architecture to maintain secure communication from all end points.
- Servers are hosted within CIRT, Pune.

5.4.2 Server Software Configuration

- The project scope includes application maintenance, configuration of Web Server, Database Server, Auto Backup, Re-installation and configuration without any additional cost.
- The Bidder is required to take the existing hardware into consideration.

Server Specification

- Application Server

Processor	Intel Xeon E3-1225 v5 @ 3.30 Ghz
Ram	8 GB
System Type	64 Bit Operating
Hard Disk	4 TB
Operating system	Windows Server 2016 Standard Edition

- Database Server

Processor	Intel Xeon E3-1225 v5 @ 3.30 Ghz
Ram	8 GB
System Type	64 Bit Operating
Hard Disk	4 TB
Operating system	Windows Server 2016 Standard Edition

- File Backup Server

Processor	Intel Xeon E3-1225 v5 @ 3.30 Ghz
Ram	8 GB
System Type	64 Bit Operating
Hard Disk	4 TB
Operating system	Windows Server 2016 Standard Edition

5.4.4 Test and Staging environment

- **Maintenance and test environment:** The maintenance environment must be separate from test and production environments.

Service Levels and Escalations

CIRT expects that the Bidder shall be bound by the service levels described in this document for software performance.

- An indicative list of issues covered under various levels is provided below.

Criticality	Area	Description	Mean Time To Restore
Level 1	Hardware Configuration (Limited to Software Only)	Application Servers Database Servers Web Servers Storage Equipment Any other critical hardware used in this system	4 Hours if service is disrupted.
	Software	Application Database OS Management Patch Management	
Level 2	Database Update	Any correction in Database values as per the requested received	1 Business Day
Level 3	Services and Software	Software Issues with some business impact, but not critical.	3 to 7 Business Days

Irrespective of the above classification, if any incident that occurs is affecting the business of the Institute, the same will be treated as a level 1 issue only.

5.5 Performance Tracking and Reporting

- CIRT requires the Bidder to provide reports on “Business Downtime” and a log of issues that have been raised and are closed/ pending closure by the Bidder. The frequency of the report would be weekly / monthly / Quarterly.
- The self-explanatory table below details the expectation on the SLA adherence as a percentage of “Business Utility”.

Service Classification	Minimum Service Expectation
Hardware Configuration (Limited to Software_	99%
Software	99%

5.6 Penalties

- 5.6.1 Business utility (BU) and business downtime (BDT) would be the key considerations for determining the “Penalties” that would be levied on the Bidder for “Non-Adherence” to the SLA for the services offered.
- 5.6.2 The inability of the Bidder to provide the requirements as per the scope or to meet the deadlines as specified would be treated as breach of contract and invoke the penalty clause.
- 5.6.3 Overall cap for all the penalties shall be 10% of the contract value during the period of contract yearly.
- 5.6.4 Penalties that would be levied for non adherence to the limits would fall under the following two categories:
- Incidental penalties
 - Quarterly average service level penalties

5.7 Incidental Penalties

- If a single ‘Incident’ leads to BDT more than the acceptable limits, ‘Incidental Penalties’ would be invoked.
- The “Incidental Penalties” applicable for issue based on the criticality have been detailed in the matrix below.
- The applicable “Penalties” would be the same irrespective of the root causes.

Criticality Elapsed Time	Level 1	Level 2
4 Hours	3000	NA
1- Business Day	6000	NA
2-Business Days	1% of Project Value	5000

Criticality Elapsed Time	Level 1	Level 2
	3% of the Project Value	10000

- Project Value will be considered as AMC Cost of respective year excluding customization cost.
- Note : Beyond permissible delays will be put for the approval to competent authority for further action.

6 Evaluation Criteria

- The objective of the evaluation process is to evaluate the bids to select an effective solution at a competitive price.
- Through this request for proposal, the Institute aims to select a System Integrator who can implement a comprehensive maintenance of JCMS solution at CIRT. The Bidder shall be entrusted with end-to-end responsibility for the maintenance of the project under the scope of this RFP. The Bidder is expected to commit for the delivery of services with performance levels set out in this RFP with a Service Level Agreement.
- The Institute has adopted a two bid process in which the Bidder has to submit (1) Technical Bid and (2) Commercial Bid / Financial bid.
- The Institute shall evaluate the technical bids initially and based on technical bid evaluation shall undertake commercial evaluation of the technically qualified proposals only.
- The evaluation by the Institute will be undertaken by a Committee of Officials formed by Institute and its decision would be final.

6.1 Pre-Qualification Criteria

Sr No	Criteria	Supporting Documents
1.	The bidder must be a registered company in India, registered under the Companies Act 1956. The bidder should be operating in India for the last Eight years as on 31/03/2025	<ul style="list-style-type: none"> • Copy of the Certificate of incorporation /Registration issued by the relevant statutory authority. • Copy of Memorandum and Articles of Association. • ESI, PF • Any other relevant documents.
2.	Annual Turnover The bidder must have a minimum annual average turnover of Rs. 50 lacs from Software maintenance / development in the last three financial years 2021-22, 2022-23, 2023-24	<ul style="list-style-type: none"> • CA certificate and net worth certificate. • Net worth should be positive. • Copy of Memorandum and Articles of Association of each member.
3.	The bidder should have valid quality certification. <ul style="list-style-type: none"> • ISO 9001:2008 / CMMI 3 / CMMI 5 • ISO 27001:2013 or equivalent 	<ul style="list-style-type: none"> • Valid Certificate as on Date of bid submission. • Copies of the valid certificates as on bid submission date from authorized agencies
4.	The bidder should submit valid documentary proof of GST/Sales Tax/VAT registration number and the details of income tax registration (PAN).	<ul style="list-style-type: none"> • Copy of PAN Card • Copy of GST
5.	The bidder should not have been blacklisted by any Government Agency or	Self-Certificate from the current authorized signatory of the company.

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Sr No	Criteria	Supporting Documents
	under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ineffective performance	
6.	The bidder should Registered Firm and not proprietary. Consortium is not allowed.	Certificate from the current authorized signatory of the company.

6.2 Evaluation Methodology

- The Bidders qualified on the basis of pre-qualification criteria would be considered for technical evaluation. The technical evaluation would take into account the following parameters:
 - Annual Turnover
 - Past Experience
 - Bidder Presentation (Technical bid presentation)
- Technical Qualifications Parameters (Bidder to Score 70% to Qualify Technical Bid)

S.N.	Parameter of technical Criteria	Max. Marks	Technical Criteria	Max Marks
1.	Annual Turnover from Software for the Institute/University/Govt. Sector/Private sector/ STUs	10	i. The annual average turnover between 50 Lacs – 1 Cr for past three years ii. The annual average turnover is 1 Cr and above for past three years -	5 Marks 10 Marks
2	Presentation			
2.1	Presentation Quality	20	Presentation in front of committee members at CIRT Pune, date will be provided during technical bid examination	5
2.2	Bidder existing Software Solution Presentation			5
2.3	Database Security, Application maintenance mgt.			5
2.4	Execution Plan			5
4	Nos. of Projects handled. Institute/University/Govt. Sector/Private sector/ STUs (Work Order / Purchase order Enclosed to be enclosed)	10	(i) Software Projects Handled upto 5 numbers. (ii) Software Projects Handled above 5 and upto 10 numbers.	5 Marks 10 Marks

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S.N.	Parameter of technical Criteria	Max. Marks	Technical Criteria	Max Marks
5	Company Number of years of work experience in Software Development / Maintenance	20	(i) Years of experience up to 5 years (ii) Years of experience above 10 years	10 Marks 20 Marks
6	<p>Technical Personnel in company with following profile</p> <ul style="list-style-type: none"> • 2 Project Managers with 5 years of experience in project Handling • 4 - Developers with Minimum 5 years' experience. • 3 - MS SQL DBA with Minimum 5 years' experience. • 2 Software Testing Engineers <p>(Enclosed CV)</p>	10	<p>(i) Technical Persons min. 5 numbers</p> <p>(ii) Technical Persons above 10 numbers</p>	5 Marks 10 Marks
7	<p>Similar Works means refer below Sr. No. 8 Should have "Similar Works" experience of having successfully completed any of the following similar works during last 5 years ending 31-03-2024:</p> <ul style="list-style-type: none"> • One similar completed work costing not less Rs. 4.0 lacs <p>OR</p> <ul style="list-style-type: none"> • Two similar completed works each costing not less than 2.5 lacs of the estimated cost. 	30	<ul style="list-style-type: none"> • The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • 2 orders each of 50 % of the Estimated Bid Value <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / 	30 Marks

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S.N.	Parameter of technical Criteria	Max. Marks	Technical Criteria	Max Marks
	OR <ul style="list-style-type: none"> Three similar completed works each costing not less than 2 lacs of the estimated cost. 		completion in support of Past Experience of Similar Services	
	Maximum Marks	100		

Sr. No. 8: Similar Work Means, Project Experience in Software Development / Customization of Application.

- **Frontend Development Skills:**
 - HTML, CSS, JavaScript, C-Sharp, or ReactJS / Angular
 - JSON for data interchange if any
- **Backend and Application Development:**
 - ASPX pages
 - MVC 5.0 framework and above
 - Microsoft .NET Framework version 4.5 and above
 - Node.js, Python, Java (Optional)
- **Reporting Tools:**
 - Crystal Reports version 13.0 and above
- **Database Management:**
 - Microsoft SQL Server Standard Edition 2017 and above

6.2.1 Bidder Presentations

- As part of the evaluation process, the Bidders will be invited to CIRT to deliver a presentation of about 15 minutes on the solution that is proposed.
- The presentations would be rated by a competent panel chosen appropriately by CIRT and scores would be assigned to each of the presentation.

6.3 Commercial Evaluation

- The bids which are technically qualified would be considered for Commercial bid evaluation. The date, time and venue of opening the commercial bids shall be informed to the qualified Bidders.
- The Total Cost of Ownership for a period of 5 years for each of the Bidders will be arrived at based on the Annexure 6 - Commercial Bid . The Commercial Bid will include all incidental expenses such as travel, lodge and boarding etc. CIRT will not consider any payments beyond the quotes in commercial bid.
- The commercial bid will be evaluated based on the cost that has been proposed by the Bidder in the Commercial Bid. The Technically Qualified Bidder with the lowest Commercial Bid after scrutiny would be declared as L1.
- In case of a tie between two or more Bidders for considering L1, the bid with higher Technical Evaluation marks would be chosen at the discretion of the Institute
- The Institute shall not incur any liability to the affected Bidder on account of such rejection.
- The Bidder whose commercial bid is accepted will be referred to as “Selected Bidder” and the Institute will notify the name of the Selected Bidder.

7 Payment Terms

The payment would be made as follows:

- The AMC payemnt will be released Quaterly on successful completion of task assinged.
- EMD Amount will be refunded after successful award of the contract and successful bidder must give 10% Performance Bank Guarantee for the period of 5 years.

AMC Payment

- Quarterly payment will be released after successful completion of quarter.

8 Project Timeline

The project timeline is to understand the existing system and support and service for the Software & Database.

Sr. No.	Desc.	Duration
1	<ul style="list-style-type: none"> • Web Base Job Card Mgt. System • Lab Module • Accounts • Test Reports • Website Module for online Sample Status only. • Dashboard • MIS Reports (Refer 5.4 Sections for more details)	4 to 6 Weeks
2	Stabilization and bug fixation if any, Database updated from the backend any correction. Log files to be maintain for such correction.	Daily
3	Server Configuration (Application, Database)	3 Days
4	Preventative maintenance of Application Server, Database Server limited to Software only.	Quarterly
5	Backup	Daily
6	Restore in case of any issues	4 hours

9 Exit Clause

Either party may terminate this AMC by giving **180 days prior written notice**. Upon termination, the bidder shall ensure complete handover of documentation, credentials, and pending work. The client shall settle all dues up to the effective termination date. The Performance Bank Guarantee shall be returned after adjustment of any outstanding claims.

9.1 Key Elements of an Exit Clause

9.1.1 Notice Period

- **180 days** written notice by either party before termination.
- Ensures time for transition and avoids abrupt service disruption.

9.1.2 Settlement of Dues

- Bidder must clear all pending issues, and obligations before exit.
- Client to pay for services rendered up to the termination date.

9.1.3 Performance Bank Guarantee (PBG)

- If a PBG was provided, it is returned after deducting any dues or penalties.
- Protects the client against non-performance during the contract period.

9.1.4 Knowledge Transfer & Handover

- Bidder must hand over documentation, credentials, and unresolved issue if any.
- Smooth transition to new bidder or internal team is mandatory.

9.1.5 Termination for Cause

- As per the SLA Clause.
- Client may retain forfeit PBG or impose penalties.

9.1.6 Mutual Termination

- Both parties may agree to terminate without penalty if business needs change.

10 Terms and Conditions

- This Request for Proposal (RFP) document is the property of CIRT and cannot be copied or used in any other manner except for the purpose of responding to this tender notice or without written permission from the Institute.
- All the documents submitted along with bids shall also become the property of the Institute and retained by the Institute unless otherwise specifically mentioned.
- If a Bidder has any contractual obligation presently with the Institute, it should mention the details of the obligation, its status and any conflict of interest arising due to such contractual obligation.
- The implementation methodology and business processes in the implementation of the Project will form the property of the Institute except for those for which Intellectual Property Rights are already established.
- Selected Bidder has to undertake not to hire, solicit, or accept solicitation for their employees directly involved in this contract during the period of the contract thereafter, except as the parties may agree on a case by case basis.
- Besides penal provisions, Institute reserves the right to terminate the contract, if the work is not progressing according to the agreed project plans and when the delay is attributable to the Bidder either directly or indirectly due to the failure of proper Project Management.
- Institute shall not intervene or is in no way responsible for any disputes arising between the Bidder and its employees.
- Bidder should procure insurances for all its employees to safeguard them against any eventualities. CIRT would not be liable for any payments or obligations towards the Bidder employees working on this project.
- Bidder is responsible for compliance of all laws, rules, regulations and ordinances applicable in respect of its employees (including but not limited to Minimum Wages Act, Provident Fund laws, Workmen's Compensation Act) and shall establish and maintain all proper records including, but not limited to, accounting records required by any law, code, practice or corporate policy applicable to it from time to time, including records and returns as applicable under labour legislations.
- Institute reserves the right to alter the requirements specified in the tender. The Institute also reserves the right to delete one or more items from the list of items specified in the tender.
- The bidder must safeguard the confidentiality of the Institute's business information, applications and data. The document contains information confidential and proprietary to the Institute.
- Additionally, the selected Bidder will be exposed, by virtue of the contracted activities, to the internal business and operational information of the Institute, affiliates, and/or business partners. Disclosure of receipt of this tender or any part of the aforementioned information to parties not directly involved in providing the requested services could result in the disqualification of the Selected Bidder, premature termination of the contract, or legal action against the Selected Bidder for breach of trust.
- No news release, public announcement or any other reference to this tender, relating to the contracted work if allotted with the assignment or any program hereunder shall be made

without written consent from the Institute. Reproduction of this tender, without prior written consent of the Institute by photographic, electronic or other means is strictly prohibited.

- Any publicity by the Bidder in which the name of the Institute is to be used will be done only with the explicit written permission of the Institute.
- The successful Bidder has to provide a Performance Bank Guarantee. Bank Guarantee Proforma from a Scheduled Commercial Bank for a sum equivalent to 10% of the Total Cost of Ownership for the entire contractual period. The said Bank guarantee document should be submitted to the Institute within 15 working days from the date of signing the contract with the Institute.
- In the event of non performance of obligation or failure to meet the terms of the tender, CIRT shall be entitled to invoke the performance guarantee without notice or right of demur to the Bidder.
- The Institute reserves its right to cancel the Work Order at any time, in the event of delay in operationalizing the service beyond the specified period or for any other reason with or without assigning any reasons. In addition to the cancellation of Work Order, the Institute reserves the right to invoke the Bank Guarantee given by the Service Provider to recover the damages.
- The Bank Guarantee (BG) provided by the Bidder must be valid for a period of 5 years and shall be returned only after the successful completion of the contractual period.
- The Selected Bidder shall indemnify, protect and save the Institute against all claims, losses (such as financial and reputation loss), costs, damages, expenses, action suits and other proceedings, resulting from any actions of the employees or agents or deficiency of service of the Bidder.
- The Bidder shall indemnify, protect and save the Institute against all claims, losses (such as financial and reputation loss), costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the hardware and software used by them.
- The vendor or the Institute shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the vendor or the Institute, i.e. Force Majeure.
- For the purpose of this clause, “Force Majeure” shall mean an event beyond the control of the parties, due to or as a result of or caused by acts of God, wars, insurrections, riots, pandemic, earthquake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation.
- In the event of any such intervening Force Majeure, either party shall notify the other in writing of such circumstances or the cause thereof immediately within five calendar days. Unless otherwise directed by the Institute, the Selected Bidder shall continue to perform/render/dischage other obligations as far as they can reasonably be attended/fulfilled and shall seek all reasonable alternative means for performance affected by the event of Force Majeure.
- In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Institute and the Selected Bidder shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of the Institute shall be final and binding on the Bidder.

- The performance of the Bidder shall be reviewed after every month and the Institute reserves the right to terminate the contract at any point of time after giving 180 days notice or before without assigning any reasons.
- In case of dispute between both the parties, the same will be referred to the sole Arbitrator as per the Arbitration and Conciliation Act 1946 as amended by Arbitration and Conciliation (Amendment) Act 2015. The Arbitrator will be appointed by DIRECTOR, CIRT at their discretion. The venue of the arbitration proceeding will be at Pune and the cost of the arbitration proceeding will be borne by each of the parties as to 50%. The language of the arbitration proceeding will be in English.
- Contract with the selected Bidder shall be governed in accordance with the Laws of India for the time being enforced and will be subject to the exclusive jurisdiction of Courts at Pune (with the exclusion of all other courts).
- The Institute reserves the right to cancel the contract placed on the selected Bidder and recover expenditure incurred by the Institute in the following circumstances:
 - The selected Bidder commits a breach of any of the terms and conditions of the bid.
 - The selected Bidder goes in to liquidation/insolvency voluntarily or otherwise.
- The Bidder shall not have any right to cancel the contract during the tenure of the contract.
- In event of an early termination (except in cases of breach), however, the Institute shall pay to the Bidder amount due to him towards the product and services already provided/rendered as per the contract.
- Disqualification: CIRT may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:
 - a) Submitted the Proposal documents after the response deadline;
 - b) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - c) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
 - d) Submitted a proposal that is not accompanied by required documentation or is non-responsive;
 - e) Failed to provide clarifications related thereto, when sought; as per the timeline.
 - f) Submitted more than one Proposal;
 - g) Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.
- All information processed, stored, or transmitted by the Selected Bidder's system/ equipment shall belong to CIRT. By having the responsibility to maintain the system/ equipment, the Bidder does not acquire implicit access rights to the information or rights to redistribute the information. Civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

Annexure – 1: Consortium Not Allowed

UNDERTAKING On letter Head

I/We, [Name of Bidder/Company], having our registered office at [Address], do hereby solemnly affirm and declare as follows:

1. That I/We am/are submitting the bid for [Project/Work Name] there is no consortium.
2. That I/We confirm that this bid is not being submitted as part of any consortium, joint venture, or partnership with any other entity.
3. That I/We undertake to perform all obligations under the contract, if awarded, solely our name and responsibility.
4. That I/We understand that any misrepresentation of this declaration may lead to rejection of our bid and/or termination of contract at any stage.

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief.

Signed at [Place] on this [Date].

Signature: _____

Name: [Authorized Signatory]

Designation: [Position]

Company Seal: [Seal/Stamp]

Annexure – 2: Confirmation of Terms and Conditions

CONFIRMATION OF TERMS AND CONDITIONS

(Pro-forma of letter to be given by all the vendors participating on their official letter-head)

To,
The Director
Central Institute of Road Transport
Nashik Phata, Bhosari
Pune 411 026

Dear Sir,

Sub: Maintenance of Web-based Job Card System

Further to our proposal dated _____, in response to the Request for Proposal (CIRT's tender No. hereinafter referred to as "RFP") issued by Central Institute of Road Transport ("CIRT" or "Institute") we hereby covenant, warrant and confirm as follows:

We hereby agree to comply with all the terms and conditions / stipulations as contained in the RFP and the related addendums and other documents including the changes made to the original tender documents issued by the Institute, provided however that only the list of deviations furnished by us in Appendix _____ Form _____ of the main RFP document which are expressly accepted by the Institute and communicated to us in writing, shall form a valid and binding part of the aforesaid RFP document. CIRT is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any subsequent deviations sought by us, whether orally or in writing, and the Institute's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Authorized Signatory Name:

Designation:

Vendor's corporate name:

Company Seal:

Annexure – 3: Bank Guarantee Proforma

Bank Guarantee Pro-forma

(To be submitted on Non-Judicial stamp paper of appropriate value purchased in the name of the issuing Bank)

To

The Director
Central Institute of Road Transport
Nashik Phata, Bhosari
Pune 411 026

Whereas (Name and address of the selected Bidder) (hereinafter referred to as “the Contractor/Bidder”) has undertaken to supply, transportation, transit insurance, local delivery, storage and installation insurance up to acceptance by CIRT, cabling, installation, commissioning and integration, Acceptance testing and also includes documentation, warranty, annual maintenance, if contracted, and training of your personnel related to implementation of Web-based Job Card Management System as per their Contract dated _____ with you (hereinafter referred to as “the Contract”)

And whereas in terms of the Conditions as stipulated in the Contract, the Contractor/Bidder is required to furnish, a Bank Guarantee by way of Performance Guarantee, issued by a Scheduled Bank in India, in your favor, as per Clause _____ of the Contract, to secure due and satisfactory compliance of the obligations by the Contractor/Bidder on their part, in accordance with the Contract, (which guarantee is hereinafter called as “the Performance Guarantee”)

And whereas the Contractor/Bidder has approached us, (Name of the issuing Bank) for providing the Performance Guarantee,

And whereas in consideration of the fact that the CONTRACTOR/BIDDER is our valued constituent and the fact that he has entered into the CONTRACT with you, WE (Name of the Bank) having our Registered Office at, _____ and local office at _____, India have agreed to issue the Performance Guarantee,

Therefore We (Name of the issuing Bank) through our local office at _____ India furnish you the Performance Guarantee in manner hereinafter contained and agree with you as follows:

We (Name of the issuing Bank), undertake to indemnify you and keep you indemnified from time to time to the extent of Rs _____ (Rupees _____) an amount equivalent to _____% of the Contract Value against any loss or damage caused to or suffered by or that may be caused to or suffered by you on account of any breach or breaches on the part of the Contractor/Bidder of any of the terms and conditions contained in the Contract and in the event of the Contractor/Bidder default or defaults in carrying out any of the work or discharging any obligation in relation thereto under the Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding the sum of Rs _____

(Rupees _____) claimed by you on account of breach on the part of the Contractor/Bidder of their obligations in terms of the Contract.

Notwithstanding anything to the contrary we agree that your decision as to whether the CONTRACTOR/BIDDER has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under Performance Guarantee but will pay the same forthwith on your demand without any protest or demur.

This Performance Guarantee shall continue and hold good until it is released by you on the application by the Contractor/Bidder after expiry of the relative guarantee period of the Contract and after the Contractor/Bidder had discharged all his obligations under the Contract and produced a certificate of due completion of the work under the Contract and submitted a "No Demand Certificate" provided always that the guarantee shall in no event remain in force after the day of _____ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.

Should it be necessary to extend Performance Guarantee on account of any reason whatsoever, we undertake to extend the period of Performance Guarantee only on a request from the Contractor/Bidder till such time as may be required by your Institute.

You will have the fullest liberty without affecting Performance Guarantee from time to time to vary any of the terms and conditions of the Contract or extend the time of performance of the Contract or to postpone any time or from time to time any of your rights or powers against the Contractor/Bidder and either to enforce or forbear to enforce any of the terms and conditions of the Contract and we shall not be released from our liability under Performance Guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor/Bidder or any other forbearance, act, or omission on your part or any indulgence by you to the Contractor/Bidder or by any variation or modification of the Contract or any other act, matter or things whatsoever which under law relating to sureties, would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of Rs _____ (Rupees _____) as aforesaid or extend the period of the guarantee beyond the said day of _____ unless expressly agreed to by us in writing.

The Performance Guarantee shall not in any way be affected by your taking or giving up any securities from the Contractor/Bidder or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be of the Contractor/Bidder.

In order to give full effect to the guarantee herein contained, you are entitled to act as if we were your principal debtors in respect of all your claims against the Contractor/Bidder hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety ship and other rights, if any, which are in any way inconsistent with any of the provisions of Performance Guarantee.

Subject to the maximum limit of our liability as aforesaid, Performance Guarantee will cover all your claim or claims against the Contractor/Bidder from time to time arising out of or in relation to the Contract and in respect of which your claim in writing is lodged on us before the date of expiry of Performance Guarantee.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post it shall be deemed to have been given when the same has been posted.

The Performance Guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing uncanceled and that Performance Guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

The Performance Guarantee shall not be affected by any change in the constitution of the CONTRACTOR/BIDDER or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will endure to the benefit of and be available to and be enforceable by the absorbing or amalgamated company or concern.

The Performance Guarantee shall come into force from the date of its execution and shall not be revoked by us any time during its currency without your previous consent in writing.

We further agree and undertake to pay you the amount demanded by you in writing irrespective of any dispute or controversy between you and the Contractor/Bidder.

Notwithstanding anything contained herein

- i. Our liability under this guarantee shall not exceed Rs. _____
(Rupees _____ only)
- ii. This guarantee shall be valid up to _____ and ;
- iii. We are liable to pay the guaranteed amount or any part thereof under this guarantee only and only if you serve upon us a written claim or demand at Hyderabad on or before _____ (mention period of the guarantee as found under clause ii. above plus claim period).

We have the power to issue Performance Guarantee in your favor under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute Performance Guarantee under the Power of Attorney to him by the Bank.

Dated this _____ day of _____ 2015.

For and on behalf of

Branch Manager
Seal
Address
Place

Annexure – 4: Pre-bid Query Format

PRE BID QUERY FORMAT

1. SYSTEM INTEGRATOR'S (PRIME VENDOR) REQUEST FOR CLARIFICATION - TO BE SUBMITTED MINIMUM OF TWO DAYS BEFORE PRE-BID MEETING

If, System Integrators (SIs), desiring to respond to Web Based Job Card Management System, require any clarifications on the points mentioned in the RFP may communicate with CIRT using the following format.

All questions received at least two days before the pre-bid meeting will be formally responded to and questions/points of clarification and the responses will be circulated to all participating SIs, if required. The source (identity) of the SIs seeking points of clarification will not be revealed. Alternatively, CIRT may at its discretion, answer all such queries in the Pre-bid meeting.

Execution of project – RFP		Bidder's Request for Clarification	
<i>To be mailed, delivered, posted, faxed or emailed to:</i>	Director, CIRT Address, email id number given in the schedule		
<i>Name of Organization submitting request</i>	<i>Name & position of person submitting request</i>	<i>Full formal address of the organization including phone, fax and email points of contact</i>	
		Tel:	
		Fax:	
		Email:	

Sr. No.	Page No.	Sec. No.	Query Description	Bidder Clarification

*Name and signature of
authorized person issuing this
request for clarification*

Signature/Date

Official designation

Annexure – 5: Mutual Non-DISCLOSURE AGREEMENT

THIS NON-DISCLOSURE AGREEMENT (“AGREEMENT”), IS ENTERED INTO ON THIS _____ DAY OF _____ . (HEREINAFTER THE “THE EFFECTIVE DATE”)

By and Between

Central Institute of Road Transport is registered under ASRTU (Association of State Road Transport Undertakings) Societies Registration Act X1Q 1860. The CIRT having its registered office at **Post Box No. 1897, Pune-Nasik Road, Pune – 411026. Landmark: Pune – Nasik Road** (hereinafter referred to as “**Company**”, which expression shall unless repugnant to the context or meaning thereof, include its successors in interests and assigns) OF THE ONE PART. “**Party 1**”

AND

_____ a company incorporated under the Companies Act, 2013 and having its corporate office at _____ hereinafter referred to as “**Party 2**” which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its representatives, and permitted assigns) OF THE OTHER PART.

COMPANY and PARTY 2 are hereinafter referred to individually as a “**Party**” and collectively as the “**Parties**”. Wherever the context requires, the Party disclosing the confidential information shall be referred as the “**Disclosing Party**” and the Party receiving the confidential information shall be referred to as the “**Receiving Party**”.

WHEREAS:

- A. Both the Parties herein wish to pursue discussions and negotiate with each other for the purpose of entering into a potential business arrangement in relation to entering into the Memorandum of Understanding (MoU) for the purpose of enabling & hand holding CIRT for conducting AIS:189 and AIS:190 related cybersecurity audits, training, research, and compliance enablement in the Indian automotive ecosystem.
- B. The parties wish to collaborate and enter into discussions for the purpose of enabling & hand holding CIRT for conducting AIS:189 and AIS:190 related cybersecurity audits, training, research, and compliance enablement in the Indian automotive ecosystem and wish to keep such information confidential herein under. (hereinafter referred to as the “Purpose”)

Now therefore, in consideration for the mutual promises and covenants set forth herein, the Parties agree as follows:

1. Definition of Confidential Information:

For the purposes of this Agreement, "Confidential Information" includes all non-public, sensitive, or proprietary information disclosed by the Disclosing Party to Receiving Party, whether in written, oral, electronic, or any other form, including but not limited to:

- **Technical and Intellectual Property:** All inventions, designs, software programs, source code, object code, technical documentation, flowcharts, product specifications, prototypes, methods, processes, systems, compositions, algorithms, research materials, engineering data, know-how, technical drawings, formulae, and other proprietary or intellectual property belonging to the Company or its clients.
- **Internal Documents and Records:** Company manuals, internal reports, confidential correspondences, project documents, training materials, system architecture, operating procedures, and other non-public materials.
- **Business and Commercial Data:** Customer and supplier lists, sales figures, pricing strategies, marketing plans, product development strategies, business models, financial records, contracts, partnership details, software and hardware configurations, trade secrets, trademarks, trade names, and personal information of employees or third parties related to the Company.
- **Other Confidential Materials:** Any material expressly marked as "Confidential," or that is disclosed under circumstances which a reasonable person would consider confidential, regardless of the medium or manner of disclosure.

2. Protection of Confidential Information:

- With respect to any confidential information disclosed to it or to which it has access, Both Party 1 and Party 2 shall affirm that: The Receiving Party shall refrain from copying, disclosing, reproducing, summarizing and/or distributing between the other parties to this Agreement in any manner whatsoever Confidential Information and confidential materials of the Disclosing Party except in connection with the Proposed Transaction.
- The Receiving Party will not disclose Information of Disclosing Party to any other person and use at least the same degree of care to maintain the Information confidential as Receiving Party uses in maintaining as confidential its own confidential Information, but always at least a reasonable degree of care; due diligence will be taken by both parties in maintenance of confidential information.

- Use the Confidential Information only for the above-mentioned purpose.
3. The Confidential Information shall remain the sole and exclusive property of the Disclosing Party. Neither party shall copy, reproduce, or duplicate such information in any form without the prior written approval of the head of the Disclosing Party's organisation.
 4. Within fifteen (15) days of notice furnished by either party, the party receiving such notice shall return to the other party all original documentations, copies, notes, reproductions, summaries, computer memory media and other materials containing any portion of the Information, or confirm to the other party, in writing, the destruction of such materials.
 5. The Confidential Information shared under this Agreement may be disclosed by the Receiving Party to other employees on a need-to-know basis. The concerned employees and consultant shall be specifically agreeing to maintain secrecy under the terms and conditions of employment in the letter of the appointment. The Receiving Party shall have executed or shall execute appropriate written agreements with third parties, in a form and manner sufficient to enable the Receiving Party to enforce all the provisions of this Agreement.
 6. **Exclusions:**

This Agreement imposes no obligation on Receiving Party with respect to any portion of the Information received from Disclosing Party which

 - was known to Receiving Party prior to disclosure by Disclosing Party,
 - is obtained by Receiving Party from a third party under no obligation of confidentiality,
 - is or becomes generally known or publicly available other than by unauthorized disclosure,
 - is independently developed by Receiving Party without making use of the Confidential Information; or
 - is disclosed by Disclosing Party to a third party without a duty of confidentiality on the third party.
 - is required by law or decree.
 7. **Obligations Regarding Proprietary Information:**

Both Parties agree not to use the Company's Proprietary and Confidential Information for any purpose other than as strictly necessary to fulfil the obligations or undertakings contemplated under this MoU. Any use beyond this scope shall require the Company's prior written consent.

8. Duration of Agreement:

The term of this Agreement shall be for a period of **ten (10) years** from the Effective Date of this Agreement and the obligations of confidentiality shall continue for a period of five (5) years after the termination of the Agreement.

9. Ownership:

Party 2 agrees that all ideas, inventions, tools, developments, processes, methods, programming aids, reports, programs, manuals, improvements, enhancements, and other intellectual property created or suggested by Party 2 or under Party 2's direction in connection with AIS189, AIS190 Audit for COC and VTA shall be jointly owned by both Company and Party 2. Each Party shall have the right to use, modify, and commercialize such Work Products without the need for further consent from the other, unless otherwise agreed in writing. All other provisions of this Agreement shall fully apply to such developments and works.

10. Confidentiality Obligations

Party 2 agrees to:

- Maintain the confidentiality of all Confidential Information and not disclose it to any third party without the prior written consent of the Director, CIRT;
- Use such information solely for purposes directly related to their responsibilities with the Company and not for personal benefit or that of any third party;
- Not remove or transfer Confidential Information outside the Company's premises or designated workplace, unless expressly authorised in writing by the Director, CIRT;
- Exercise the highest degree of care, at least equal to that used to protect their own confidential materials, to avoid unauthorised disclosure or misuse;
- Return or destroy, upon request or the termination of their engagement, all documents, devices, or other media containing Confidential Information, including all copies, regardless of form.

11. Support After Engagement Ends:

Following the completion of the initial ten (10) year engagement, Party 2 agrees that, for a period of five (5) years commencing from the date of termination, they will assist the Company in completing any paperwork or legal formalities necessary to secure the Company's rights in the Work Products. If Party 2 is unavailable or unwilling to provide such assistance, they hereby irrevocably authorize the Company to act on their behalf, including signing documents and taking all lawful actions required to obtain patents, copyrights, or other intellectual property protections. This authorization shall survive the termination of the engagement.

12. Dispute Resolution:

- Mediation - The parties agree to first mediate if any dispute, controversy, or claim arising out of or in connection with this Agreement, including any question regarding its existence, validity, breach, or termination that arise between them in good faith and resolve the disputes amicably and share the cost of mediation equally. In case, any such difference or dispute is not amicably resolved within forty-five days (45) days of such referral for mediation, it shall be resolved through arbitration process at Pune.
- Arbitration - In the event that mediation fails, any controversy or claim arising out of or relating to this Agreement or breach of any duties hereunder shall be settled by Arbitration in accordance with the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted by a sole arbitrator mutually appointed by both parties. The seat and venue of arbitration shall be [Pune, India] and the proceedings shall be conducted in the English language. The arbitral award shall be final and binding on the parties, and enforceable in any court of competent jurisdiction.

13. Mutual Confidentiality Clause:

Both parties agree to keep all Confidential Information shared under this Agreement strictly confidential and to use it solely for the purposes permitted herein. Disclosure to third parties is prohibited without prior written consent, except to employees or agents bound by similar confidentiality obligations. These obligations shall survive for five (5) years after termination of the Agreement.

14. General Conditions:

- If any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in force in accordance with the Parties' intention.
- The Disclosing party does not make any representations or warranties, whether written or oral, statutory, express or implied with respect to the information which may be provided hereunder, including without limitation, any warranty of merchantability or of fitness for a particular purpose. The Disclosing party shall not be liable for any special, incidental or consequential damages of any nature whatsoever resulting from receipt or use of the information by the Receiving Party.
- This Agreement constitutes the entire agreement between the Parties relating to the matters discussed herein and /supersedes any and all prior oral discussions and/or written correspondence or agreements between the Parties with respect to the subject hereof. This Agreement

may be amended or modified only with the mutual written consent of the parties, by way of an addendum. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable.

This Agreement shall be governed by and construed in accordance with the laws of India. Any dispute arising out or in connection with the agreement shall be settled within the jurisdiction of the courts of [Pune] India.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Party 1 (Central Institute of Road Transport)		Party 2 (_____)	
Signature 1		Signature 1	
Name		Name	
Désignation		Désignation	
Place		Place	
Date		Date	
Signature 2		Signature 2	
Name		Name	
Désignation		Désignation	
Place		Place	
Date		Date	

Witness 01

- 1) Full Name:
- 2) Address

Executed before me

Witness 02

- 1) Full Name:
- 2) Address

Annexure – 6 : Commercial Bid Format

Bidder Name:

Ref No. :

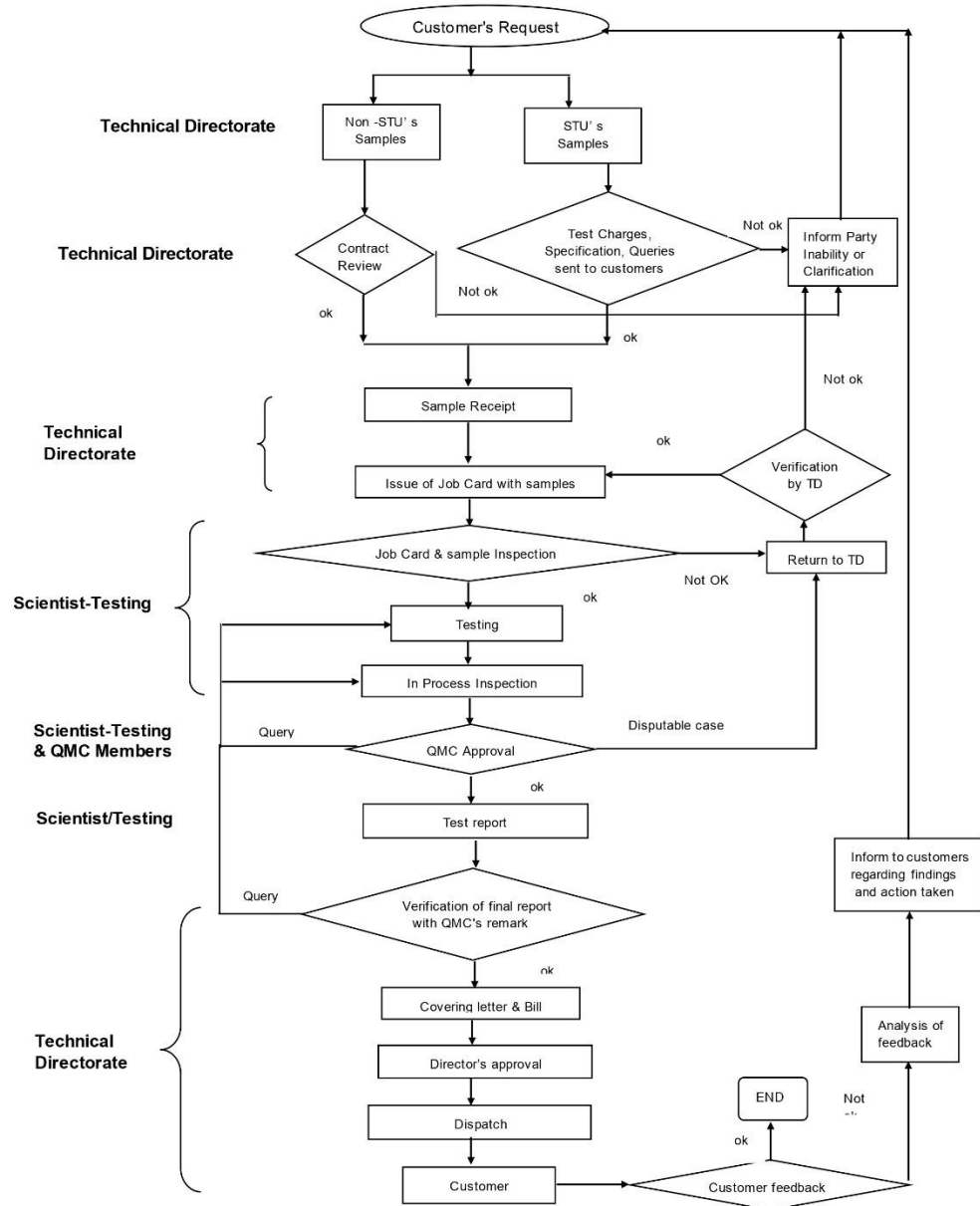
Date :

Maintenance of Existing Web Base Job Card Management System- Financial Bid

Sr. No.	Annual Maintenance Cost Year 1	Qty	Amount in INR Excl. of Taxes	Total
1	Maintenance of Web Base Job Car Mgt.	-		
2	Technical Directorate with Dashboard	1		
3	Labs with Dashboard	12		
4	Accounts with Dashboard	1		
5	Dashboard for Director & HODs	4		
6	Online Portal for Sample Verification	1		
7	Document Mgt. Software	1		
8	Backup & Restore Mgt., Server Configuration	1		
9	Total Maintenance Cost Excl. of Taxes Per Annum			0

Sr. No.	Summary Cost for Five Years	Total Excl. of Taxes
1	Year 1	
2	Year 2	
3	Year 3	
4	Year 4	
5	Year 5	
	Total Cost Excl. of taxes	

Annexure-7: Existing System Flow



Annexure–8: Sample Reports Formats

Advances Received but unutilised							From 2025-11-01 To 2025-11-30		02/12/2025 09:48:19	
Sr No	MR No	MR Amount	Balance / Unutilized	MR Date	Party Name	Division	GST In	Address		

Advances Received For Settled Against Bills										From 2025-11-01 To 2025-11-30				02/12/2025 09:46:42		
Sr No	MR No	MR Date	MR Amount	Bill No	Test Charges	Other Charges	Service Tax	CGST	SGST	IGST	Amount Adjusted	Bill Date	Party Name	Div	GST_In	Address

Bill Cancellation Report

CIRT | Dashboard

Party Type	Party Name	Party Division	Bill Id	Bill Number	Bill Date	Bill Amount	Bill Base Amount	Discount Per	Discount Amount	Year
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Consolidated Outstanding Statement for the year									2025 - 2026				02/12/2025		
Div	Bill No	Rpt No	Sam No	Code	Bill Date	Item	VR No / LT No	VR Date/ LT Date	Test Charges	TAX AMT	Other Charges	Total	Adjusted TC	Outstand Amount	TR Sent On

Credit Debit Note like Service Tax

CIRT | Dashboard

Party Name	Party Division	Report No	Jobcard No	Credit/ Debit No	Credit/ Debit Date	Bill No	Bill Date	Credit/ Debit Amount	Other Charges	CGST	SGST	IGST	Service Tax	Total Credit/ Debit Amount	Adjustment Details	Total Adjusted Amount	GSTN No
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MR Adjustment Report

Item Name	Code	Party Details	Letter No	Bill No	Bill Date	Amount	ServiceTax	Adjust Amt
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MR Adjustment

Central Institute of Road Transport
Request for Proposal for Maintenance of Web Based Job Card Management System

Sr No.	Item	Code	Your Letter No. and Da	ReportNo	Bill No	Bill Date	Amount	Service Tax	Adjusted Amount
MR No.:	0Y1321		Date: 25/11/2025		Amount: Rs. 16756/-				
Trans. No./Date:	BANK TRANSFER DATED 25/11/2025				Party Name	APSRTC - NLR-NEW			
1	LEAF SPRING MAIN (C.B)	169047	SAMPLE FORWADING LETTER Dtd.	2502711939/AA0969	I1670	29/09/2025	14,200	2,556	16,756
Sub Total:							14200	2556	16756
Balance Available (MR Amount - Amount Adjusted) : Rs								0	
Refund Amount : RS									
Balance Available After Refund RS									

MR Recieved Detail Reprot

S.No	Party Name	Party Div	MR No	MR Receive Date	MR Amount	MR Balance
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Bill Cancelled Report.

CIRT | Dashboard

Party Type	Party Name	Party Division	Bill Id	Bill Number	Bill Date	Bill Amount	Bill Base Amount	Discount Per	Discount Amount	Year
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Clear OutStanding But Report Not Dispatched As On Date

S.No	Inward No	Sub Job Card No	Party Name	Party Division	Report No.	Item Name	Bill Dispatch Date
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Consolidated Outstanding Statement for the year										2008 - 2026			02/12/2025		
Div	Bill No	Rpt No	Sam No	Code	Bill Date	Item	VR No / LT No	VR Date/ LT Date	Test Charges	TAX AMT	Other Charges	Total	Adjusted TC	Outstand Amount	TR Sent On

Credit Note and Debit Note r

Central Institute of Road Transport
Request for Proposal for Maintenance of Web Based Job Card Management System

CIRT | Dashboard

Party Name	Party Division	Report No	Jobcard No	Credit/Debit No	Credit/Debit Date	Bill No	Bill Date	Credit/Debit Amount	Other Charges	CGST	SGST	IGST	Service Tax	Total Credit/Debit Amount	Adjustment Details	Total Adjusted Amount	GSTN No
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JOB CARD - MARKINGS LIST FOR REPORT

02/12/2025

Sr.No.	Sample No	Supplier	Test Complete Date	Letter No.	Lt. date	Vr. No.	Vr. Date	Code	Markings	Manufacturer	RPT No.
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Data for Test Report. Printing given for checking

02/12/2025

Sr. No	Sam No	In No	lab Item Description	Size	Type	Part No	Qty Rec	Party	Div	Specification	Grade	Bill Code	Amt	Rec CIRT	MR No	MR Date	Disp	Rept No
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