

GOVERNMENT OF PUDUCHERRY
TRANSPORT DEPARTMENT

No.5214/TD/RTO(HQ)/2021

Puducherry, dt. 10-07-2024

PUBLIC NOTICE

In exercise of the powers conferred by the sub-section (3) of Section 109 of the Motor Vehicles Act, 1988 (Act No.59 of 1988) and in supersession of the Motor Vehicles (New Security Registration Plates) Order, 2001, the Central Government has notified the Motor Vehicles (High Security Registration Plates) Order, 2018, thereby notifying the process used by a manufacturer in regard to a High Security Registration Plate for a Motor Vehicle confirming to certain standards with reference to the Central Motor Vehicles Rules, 1989.

For the scrupulous adherence of the specifications, standards and procedures mandated under rule 50 of the Central Motor Vehicles Rules, 1989, the Government of Puducherry has formulated the 'Standard Operating Procedure' for approval and enlistment of manufacturers of AIS-159 compliant High Security Registration Plates (HSRP) or their dealers for fixing on old registered motor vehicles or motor vehicles registered in other states and transferred to UT of Puducherry for which new registration marks are allotted or motor vehicles on which the HSRPs were already fixed needs replacement due to missing, breakage, fade etc., in the Union Territory of Puducherry.

The Standard Operating Procedure (SOP) is published after obtaining due approval from the Government of Puducherry and the same is available in the Department website <https://transport.py.gov.in> for information of the public and the Stakeholders concerned.


(Dr. A.S. SIVAKUMAR)
TRANSPORT COMMISSIONER



Government of Puducherry
Transport Department

**Standard Operating Procedure for Approval and Enlistment of manufacturers
of AIS-159 compliant High Security Registration Plates (HSRP) or their dealers
for fixing on existing Old Registered Motor Vehicles manufactured before 01.04.2019 in the
U.T. of Puducherry**

Reference No: **5214/TD/RTO(HQ)/2024**

100 Feet Road, Olandaikerapalayam, Mudaliarpet, Puducherry – 605004.
Office:91-413-2280130/2280170
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----- 2024

Title: SOP for approval and enlistment of AIS-159 compliant manufactures of High Security Registration Plates (HSRP) or their dealers for fixing on Old Registered Motor Vehicles in the U.T. of Puducherry.

Name of Organization: Transport Department, Puducherry

Abstract: This document provides the detailed Standard Operating Procedure for approval and enlisting of AIS-159 compliant manufacturers of High Security Registration Plates (HSRP) or their dealers for **fixing of HSRPs on** Old Registered Motor Vehicles in the U.T. of Puducherry for compliance with various directions of Hon'ble Supreme Court of India and the notifications issued by the Ministry of Road Transport and Highways, New Delhi from time to time.

Registration for HSRP Manufacturers:

| | | |
|---|---|---|
| 1 | Ref. No. | 24/TD/EDP/HSRP/SOP/2022 |
| 2 | Name of the Department | Transport Department, Government of Puducherry, Puducherry 605004. |
| 3 | Non-Refundable Application Cost | Rs. 15000/- (Rupees Fifteen thousand only) in favour of DDO, Transport Department, Puducherry. |
| 4 | Call for Applications | Soft copy can be downloaded from the website of Transport Department, Puducherry. https://transport.py.gov.in |
| 5 | Submission of application along with Type Approval Certificate issued by Central Road Research Institute, New Delhi or any one of the Testing Agencies authorized by the Central Government under Rule 126 of Central Motor Vehicles Rule, 1989 | Transport Commissioner, Transport Department, 100 Feet Road, Mudaliarpet, Puducherry 605004 |

Registration of HSRP Dealers:

| | | |
|---|---------------------------------|--|
| 1 | Ref. No. | 24/TD/EDP/HSRP/SOP/2022 |
| 2 | Name of the Department | Transport Department, Government of Puducherry, Puducherry 605004. |
| 3 | Non Refundable Application Cost | Rs. 5000/- (Rupees Five thousand only) in favour of DDO, Transport Department, Puducherry. |
| 4 | Call for Applications | Soft copy can be downloaded from the website of Transport Department Puducherry. https://transport.py.gov.in |

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Abbreviations/Acronyms:

| | |
|----------|---|
| MoRTH | Ministry of Road Transport and Highways |
| PMVT ACT | Puducherry Motor Vehicle Taxation Act, 1967 |
| CMVR | Central Motor Vehicle Rules |
| HSRP | High Security Registration Plate |
| AIS | Automotive Industry Standard |

Definitions :

The definitions of various terms that have been used in this document are as follows:

"Manufacturer" means a registered firm/company manufacturing AIS-159 compliant High Security Registration Plates Type approved by Central Road Research Institute, New Delhi or Testing Agencies authorized by the Central Government under Rule 126 of Central Motor Vehicles Rule, 1989, approved by the Government of U.T of Puducherry.

"Dealer" means a firm/company/establishment who is authorized to sell, fix and support service for Type approved HSRP by the manufacturer, authorized by the Government of U.T of Puducherry.

1. Background :

1.1 About Puducherry:



Puducherry consists of four unconnected regions: Puducherry, Karaikal, Yanam on the Bay of Bengal and Mahé on the Arabian Sea. Puducherry (Pondicherry) and Karaikal are by far the larger ones, and are both enclaves of Tamil Nadu. Mahé and Yanam are enclaves of Kerala and Andhra Pradesh respectively. The territory has a total area of 492 km²: Puducherry (city) 293 sq.km (113 sq mi), Karaikal 160 sq.km (62 sq mi), Mahé 9 sq.km (3.5 sq mi) and Yanam 30 sq.km (12 sq mi). It has 12.47 Lakhs inhabitants (2011).

1.2 About Transport Department:

The Transport Department is rendering day to day services to the general public/motor vehicle owners by way of various statutory services in the Union Territory of Puducherry as per the provisions of the Motor Vehicles Act, 1988 and rules made there under. These cover issue of Driving Licences, Registration Certificates, Fitness Certificates (F.C), collection of Tax, and issue of permits including special permits and temporary permits in accordance with the statutory provisions. The Licensing Authority or Licensing Officer under PMVT Act, 1967 as the case may be the Registering Authority under Motor Vehicle Act, 1988 is enabled to collect the fees as prescribed for issue of applications, amendment of documents, issue of certificates, licenses, tests, endorsements, badges, permits, countersignature permits, authorization, supply of statistics or copies of documents or order and for any other purpose or matter involving the rendering of any service by the officers or authorities under the said Act and Rules.

The Main Office, Sub office and the unit offices of the Transport Department are situated at Puducherry and the Departmental Branch offices are functioning at Karaikal region enclaved by the Tamil Nadu & U.T. of Puducherry, at Mahe region enclaved by the Kerala & U.T. of Puducherry and at Yanam region enclaved by the Andhra Pradesh & U.T. of Puducherry.

1.3 About Regulatory Compliance requirement for HSRP:

Transport Department, Puducherry, under the Ministry of Transport, Government of Puducherry is the authority for the enforcement of the Motor Vehicles Act and Rules in the U.T. of Puducherry.

Notifications regarding HSRP:

- 1) G.S.R. 221 (E), dated 28-03-2001 of MoRTH, New Delhi
- 2) S.O. 938(E), dated 24-09-2001 of MoRTH, New Delhi
- 3) S.O. 499(E), dated 09-05-2002 of MoRTH, New Delhi
- 4) S.O. 59(E), dated 21-01-2003 of MoRTH, New Delhi
- 5) S.O. 1450(E), dated 22-12-2003 of MoRTH, New Delhi
- 6) S.O. 1407(E), dated 23-12-2004 of MoRTH, New Delhi
- 7) G.S.R. 1162(E), dated 04.12.2018 of MoRTH, New Delhi
- 8) S.O. 6052(E), dated 06-12-2018 of MoRTH, New Delhi
- 9) G.S.R. 104(E), dated 11.02.2020 of MoRTH, New Delhi
- 10) G.S.R. 640(E), dated 18-08-2022 of MoRTH, New Delhi
- 11) Notification No. RT-11036/99/2020-MVL, dated 29.12.2023 of MoRTH, New Delhi
- 12) Notification No. RT-11036/99/2020-MVL, dated 08.01.2024 of MoRTH, New Delhi

The Ministry of Road Transport & Highways ('MoRTH'), Government of India is of the

opinion that it is necessary and expedient in the public interest to notify certain standards in respect of the new system of high security registration plates for motor vehicles and the process used by a manufacturer or vendor for manufacturing or supplying such plates with reference to the amendments made in the Central Motor Vehicles Rules, 1989 by the Central Motor Vehicles (1st Amendment) Rules, 2001, in exercise of the powers conferred by the sub-section (3) of section 109 of the Motor Vehicles Act, 1988 (59 of 1988) made an order to specify such standards, namely the Motor Vehicles (New High Security Registration Plates) Order, 2001 and it shall come into force on the 28th day of September, 2001 and made the amendments from time to time by various notifications referred above.

In pursuance to the series of notifications and orders as referred above where in all Motor Vehicles as defined under section 2(28) of the Motor Vehicle Act, 1988 ('MV Act') shall mandatorily be fixed with the HSRP in compliance with Rule 50 of Central Motor Vehicles Rules, 1989 with specifications and requirements under code AIS-159. In order to ensure implementation of the orders, amendments from time to time, the Transport Department, Puducherry had implemented the fixing of High Security Registration Plates in all the regions of U.T of Puducherry **in a phased manner in the year 2012**, in the premises of Offices of the Transport Department in the Union Territory for new and old vehicles. Later on, in pursuance of the notification vide G.S.R. 1163 (E), dated 04-12-2018 of MoRTH, New Delhi, the manufacturers (OEM) of the Motor Vehicles through their dealers have started fixing of HSRPs in Puducherry from 01-04-2019 for new vehicles. Since, the owners of the old registered vehicles, the vehicles transferred from other states to U.T of Puducherry for which the new registration marks were allotted, the vehicles of which existing registration plates are damaged etc., are facing problems in the fixing of HSRPs. **Therefore**, the Transport Department, Puducherry **has decided to approve** the manufacturers of High Security Registration Plates and their dealers to allow to fix the HSRPs in U.T of Puducherry for old registered vehicles.

2. About AIS-159 compliant High Security Registration Plates (HSRP):

- i. The registration mark referred to in sub-section (6) of section 41 shall be displayed both at the front and at the rear of all motor vehicles clearly and legibly in the form of security license plate.
- ii. The plates shall be a solid unit made of 1.0 mm aluminum conforming to [AIS:159:2019 as amended from time to time (till such time BIS specification is notified under the Bureau of Indian Standard Act, 2016 (11 of 2016) or ISO: 7591].
- iii. The reflective sheet has to be guaranteed for imperishable nature for minimum five years.
- iv. The manufacturing and fixing of HSRPs shall be as per Rule 50 & 51 of CMVR, 1989.

- v. The plates shall be fastened with non-removable /non-reusable snap lock fitting system on rear of the vehicle.
- vi. The HSRP shall be issued by the license plate manufactures on their dealers approved by the Government of Puducherry shall issue the plates only for existing old registered vehicle.

3. Approval and Enlistment of HSRP manufacturers and their dealers:

The Registering Authorities, as per Section 41 (6) of Motor Vehicles Act, 1988, shall assign to the vehicle, for display thereon, a distinguishing mark, referred to as the registration mark consisting of letters and figures as notified in the Central Motor Vehicles Rules, 1989. Such registration mark shall be displayed both at the front and rear of all motor vehicles as per the specification mentioned in Rule 50 & 51 of Central Motor Vehicles Rules, 1989.

The MoRTH, Govt. of India vide S.O No.6052 (E), dated 06-12-2018 has issued an order for affixation of HSRPs on motor vehicles and vide **G.S.R 640 (E), dated 18-08-2022, the Ministry has amended the Rule 50 of CMVR 1989 for existing old registered vehicles in such a way that** the HSRPs shall be issued by the registering authority or vehicle manufacturers and their dealers. As per the said notification the manufacturers or suppliers of high security registration plates, if so authorized by the State concerned, may also supply the high security registration plates including the third registration mark on old vehicles after placing the registration mark. The manufacturer of the motor vehicles and their dealers or the manufacturers or suppliers of high security registration plates shall comply with the specifications mentioned in the order vide S.O No.6052 (E), dated 06-12-2018 and any amendments made from time to time.

4. Scope of Approval of the HSRP manufacturers and enlistment:

The Government of Puducherry in order to make the owners compliant **with Rule 50 of CMVR, 1989 intended to approve HSRP** manufacturers who obtained the type approval certificates for their plates from either the Central Road Research Institute, New Delhi or any agency authorized under Rule 126 of CMVR, 1989.

The manufacturers who were granted approval by the Government of Puducherry and enlisted by the Transport Department, Puducherry will be given controlled access to the Vahan portal for feeding the details of the High Security Registration Plates fitted in the vehicles.

The enlisted manufacturers should train their dealers for fixing the HSRPs on the vehicles.

The manufacturers shall support the motor vehicle owners for any manufacture defect or otherwise related to HSRPs fixed by them or by their dealers on the vehicles.

The manufacturers shall ensure immediate updation of the details in Vahan portal on the day of fitment of the HSRP on the vehicles.

5. Pre-Qualification Criteria for HSRP manufacturer and dealer:

Transport Department shall carry out the evaluation process to find out whether the HSRP manufacturers met the following pre-qualification criteria for approval and enlistment.

Pre-qualification criteria for manufacturer:

| Sl.No. | Criteria | Required Documents |
|--------|---|--|
| 1 | The Manufacturer should be a registered company in India under the Companies Act,1956/2013/MSME/Firm | Certification of incorporation/ UAN in case of MSME. |
| 2 | Manufacturer of HSRP number plates for which type approved certificates issued by Central Road Research Institute, New Delhi or any agency authorized under Rule 126 of CMVR, 1989. | Type approved certificate for HSRP. |
| 3 | The manufacturer should not be blacklisted by any Central/ U.T. of Puducherry agencies in India. | Self-Declaration by the manufacturer signed by the authorized signatory |
| 4 | Only HSRP manufacturers will be allowed to participate in enlistment as HSRP manufacturer. | Duly signed self-declaration by authorized signatory of the HSRP manufacturer. |
| 5 | Enlisted HSRP manufacturers are required to setup/operate their own or authorized dealers & Service Centers within 30 days of enlistment in the regions of Puducherry, Karaikal, Mahe and Yanam with in a radial distance of 30 kms where they intended to sell their devices | Self-declaration by the manufacturer signed by the authorized signatory specifying the details of office to be opened by manufacturer or through their authorized dealer |
| 6 | 3 year balance sheet, Income tax return, PAN and GST registration number of manufacturer is required | Copy of relevant certificate(s) certified by appointed statutory auditors. |

Pre-qualification criteria for dealer:

| S. No | Criteria | Required Documents |
|-------|---|--|
| 1 | The dealer shall have valid GST registration. | Copy of GST certificate. |
| 2 | The dealer shall have an Office-in the region where they intend to do business in UT of Puducherry and must have enough space for visitors waiting space and vehicle parking. | Registry/Lease deed Details of space shall be submitted on letter head with sketch/map. |
| 3 | Dealer shall provide the details of manufacturer of HSRP. | Certification of Authorization from HSRP manufacturer possessing the type approved certificate from authorized agency under rule 126 of CMVR 1989. |
| 4 | The dealer shall have a technical person and support staff for fitment of HSRP and to update necessary details in the Vahan system. | Appointment letter and contact details of the person. |
| 5 | The dealer shall have computer, printer, internet connection, contact number and necessary tools and equipment for fixing of plates. | Details shall be provided on letter head by dealer. |

The Manufacturer and dealer must submit all the certified and authenticated documentary proof for meeting the pre-qualification criteria. Such documents include certificate issued by the testing agency, company registration certificates, manufacturer authentication certificate in case of dealer and other credentials. Any entity (manufacturer) which has been punished for any offence or any representative of that entity is convicted for any offence or against whom any criminal cases is/are pending before competent court, shall not be eligible to submit the proposal. The manufacturer shall have to submit affidavit to this effect. **Enlisted manufacturers shall submit fortnightly reports regarding fitment of HSRPs on the vehicles. They should ensure that the security and privacy of the data is maintained in accordance with applicable laws/guidelines of various competent authorities.**

6. General Conditions:

Manufacturers are advised to study the document carefully. Submission of application will be deemed to have been done after careful study of all instructions, eligibility norms, terms and required specifications in this document with full understanding of its

implications. Applications not complying with all the given clauses in the document are liable to be rejected. Failure to furnish all information specified in this document or submission of application not substantially responsive to the document in all respects will be liable for rejection.

- (i) The document for enlistment will be available on Transport Department official website (<https://transport.py.gov.in>) and can be downloaded and used for submission of application forms. Application fee for enlistment shall be paid to Transport Department along with the submission of application.
- (ii) It is mandatory for the applicant to submit all required documents or any other desired by Transport Department, otherwise the application will not be accepted.
- (iii) Un-signed and un-sealed application shall not be accepted.
- (iv) All pages of the application and documents being submitted must be signed and sequentially numbered by the manufacturer or dealer as the case may be.
- (v) Ambiguous applications will be out-rightly rejected.
- (vi) Applications not submitted as per the format will be rejected straight away.
- (vii) No deviations from the specifications will be accepted.
- (viii) The manufacturers/dealers will bear all costs associated with the preparation and submission of their applications. Transport Department will, in no case, be responsible or liable for those costs, regardless of the outcome of the enlistment process. In case of incomplete applications where Transport Department requires the applicants to submit any missing/incomplete information/documents, the receipt of such clarification/documents by Transport Department shall be deemed to be the date of submission of the application.
- (ix) Transport Department may, at its own discretion, can add or delete any clause of this document.

7. Enlisting fee for HSRP manufacturer and dealer :

The application shall be submitted along with enlisting fee of Rs. 15000/- (Rupees Fifteen Thousand only) and Rs.5000/- (Rupees Five Thousand only) for HSRP manufacturer and dealer respectively. It can be submitted through demand draft in favor of “DDO, Transport Department, Puducherry” payable at Puducherry. The enlisting fees paid to Transport Department will not be refundable. Any application not accompanied by the aforesaid payment shall be considered as non-responsive and will be rejected.

8. Performance Security:

A Performance Security of Rs 5,00,000/- (Rupees five lakh only) shall be submitted by successful HSRP manufacturer intending to be enlisted, within 15 days. The Performance Security shall be in the form of Bank Guarantee issued from any of the nationalized banks and

shall remain valid for three years from date of issuance of enlistment letter along with credentials.

Forfeiture of Performance Security:

Performance Security amount in full or part may be forfeited, including interest, if any, in the following cases:-

- (i) When any of the below circular/notifications breached by the manufacturer
 - a) AIS-159 or ISO: 7591 standards as the case may be, and any other amendments from time to time.
 - b) When manufacturer fails to comply with any other circular/notifications/orders/guidelines issued by MoRTH/Central Government/U.T. of Puducherry **Government** / Transport Department from time to time.
- (ii) When the manufacturer fails to comply with any applicable terms & conditions of this document.
- (iii) When manufacturer fails to comply with Standard Operating Procedure issued by MoRTH, Govt. of India .
- (iv) When manufacturer fails to provide integration with Vahan database on real time basis.
- (v) When the manufacturer or dealer is involved in malpractices.
- (vi) **When a dealer handover the HRSPs to the owner without fixing them on the vehicle.**
- (vii) **When the dealer failed to upload the laser numbers of the HSRPs in Vahan system.**

The above conditions if fulfilled individually or collectively, the Performance Security submitted by the applicant shall stand forfeited to the U.T. of Puducherry with no further recourse to any opportunity, once the notice with regard to the above terms is issued and despite opportunity, the said default is not rectified within a time provided in the notice. No interest shall be payable on the Performance Security.

- (viii) **When the dealer fixed a registration plate on the vehicle other than HSRP due to shortage of the HSRPs or any other reason.**

9. Submission of application for Enlistment:

- a. Each manufacturer can submit one application for enlistment
- b. The manufacturer is required to submit the application in the prescribed format given in this document along with prescribed documents for Enlistment. The manufacturer is also required to submit one plate in each size as sample.
- c. All communications and proceedings shall be in writing and in English language only.

10. Details of documents to be submitted:

- a) The manufacturers are required to submit the following documents.
 - (i) Documents required as per all clauses, and other details submitted.
 - (ii) DD towards enlisting cost.
 - (iii) Manufacturer enlisting form.
 - (iv) Type approval certificate.
 - (v) Authorization for dealer.
 - (vi) All affidavits, self-declaration and relevant documents mentioned in this document shall be submitted along with application.
 - (vii) The documents along with registration form need to be submitted in a sealed envelope clearly bearing the following: **"Application for enlisting of HSRP Manufacturer", Transport Department – Puducherry**". Name and address/email of manufacturer with contact number. The application should reach: **The Transport Commissioner, Transport Department, 100 Feet Road, Mudaliarpet, Puducherry 605004.**
- b) The Dealers are required to submit the following:
 - i. All required documents for enlistment shall be submitted along with the application.
 - ii. Demand Draft in favor of "DDO, Transport Department, Puducherry " payable at Puducherry.

11. Evaluation of Applications:

- a) The application found complete in all respect shall be considered for processing.
- b) Transport Department reserves the right to verify all information and documents submitted by the applicant. Applicant may be asked to submit relevant documents, if any clarification required.
- c) Decision of Transport Department regarding enlisting/ rejection of the HSRP manufacturers or dealers under this process will be final and no correspondence in this regard will be entertained by Transport Department.
- d) Selected manufacturers will be published on Transport Department website after submission of Performance Security and all relevant documents by the shortlisted HSRP manufacturers.
- e) Transport Department may conduct manufacturing site inspections to approve manufacturers of HSRP.
- f) Transport Department may conduct site inspections and validate the facilities of dealers authorized by manufacturers as dealer for fixing the HSRP on the vehicles.

- g) In case Transport Department delist any dealer due to any dissatisfaction or dealer withdrawal, then the corresponding manufacturer shall arrange alternate dealer in the same region.
- h) The final selection of HSRP manufacturers and dealers will be done on the basis of fulfilling pre-qualification criteria as well as and operational evaluations done by the Transport Department.
- i) If any information or document provided by the manufacturer or dealer is found to be false or misleading during the evaluation process, such application would be liable for rejection and if the dealer is already enlisted, its enlistment would be liable to be cancelled. Further, the manufacturer may be considered for blacklisting.

12. Guidelines for implementation:

a) Guidelines to HSRP manufacturers and dealers:

- (i) Standard Operating Procedure issued by MoRTH, Govt. of India vide S.O. 6052 (E), dated 06-12-2018 for HSRP and electronic linking shall be followed
- (ii) In case of any problem in updating in Vahan 4.0, it will be HSRP manufacturer's responsibility to resolve the same.
- (iii) Any official of Transport Department not below the rank of Asst. Motor Vehicle Inspector or any other person authorized in this behalf by State Government may verify the facility of fitment procedure of HSRP and linking to Vahan 4.0 at all the reasonable times.

b) Regarding dealer for fixing of HSRP:

- (i) Enlisted HSRP manufacturer should arrange his dealer, as defined in document, in the U.T. of Puducherry.
- (ii) Enlisted HSRP manufacturer should have a supervisory control over his dealer operations and should ensure quality service to customers.
Dealer should have the following facilities.
 - An office in the region
 - Trained technicians to fix the HSRP on the vehicles
 - A minimum of one person with computer & internet knowledge for **uploading** the details in the computer system necessary tools and equipment
 - A contact telephone number should be provided to customer for service support.

c) Quality of service (QOS) :

The HSRP manufacturer or dealer will fix the HSRP as per the standards and reflective sheet as to be guaranteed for imperishable nature for minimum five years.

d) Complaint Register:

If the HSRP manufacturer or dealer was received any complaints, then it should be registered in the complaint register module of the application. All the complaint received should be rectified within reasonable minimum possible time.

e) Training to Dealer:

All the HSRP manufacturers should have trainers who have thorough knowledge in backend application used by the dealer. These trainers should give training to dealer's technicians for fitment and uploading the details in the VAHAN/Computer system.

f) Customer Support:

The manufacturer should set up a mechanism to address the grievances of the customers, service or complaints.

Annexure - A
Application Form for enlistment of HSRP manufactures and their dealers
(on the official letter head of manufacturer)

Date :

To,
The Transport Commissioner,
100- Feet Road,
Mudaliarpet,
Puducherry 605004.
E-mail ID: tc.pon@nic.in

Sub: Enlistment of manufacturers / dealer for fitment of HSRP in the U.T. of Puducherry,

Sir,

We have fully understood the requirements and the process of "Enlistment of manufactures / dealers for fitment of High Security Registration Plates on old registered vehicles in the U.T. of Puducherry" and are submitting our enlistment application for fixing of HSRP manufactured by us.

| | |
|--|--|
| Manufacturer Name | |
| Office Address | |
| Address of the HSRP production center | |
| Contact Person details (Name, Address, Mobile No, E-mail ID etc.,) | |

We hereby submit the following details relating to our application:

- 1) Our application is unconditional and all information provided in the application is true and correct.
- 2) We hereby declare that the sample HRSP plates submitted **are complies** with the specifications as set out in the enlistment process document and we shall make available any additional information as Transport Department may find necessary as required for clarification.
- 3) **We acknowledge the right of Transport Department, in its sole discretion and without incurring any obligation or liability reserve right to suspend and / or cancel the enlistment**

process and / or amend and / or modify the terms and conditions.

- 4) We confirm that we are not blacklisted by the Government of Puducherry or Central Government/Department/Agency in India from participating in bids during the last three financial years i.e. 2021-22, 2022-23 and 2023-24.
- 5) We agree to keep the quality of the HSRP plates and support the customers whenever required.
- 6) We confirm that we will train all our dealers towards fitment of HSRP produced by us.
- 7) We confirm that we will share all details of the dealers i.e. Name, Address, email, Helpline no, technicians etc. with Transport Department as and when appointed.
- 8) We confirm that we will maintain privacy of all data related to HSRP/owner/vehicle.
- 9) We ensure that the HSRP supplied by us are in compliance with Rule 50 & 51 of CMVR, 1989 and any other rules/regulation/guidelines notified/issued by the Government of India or the Government of Puducherry in this regard.

Sincerely,

(Signature, name and designation of the authorized signatory) (Contact no. including, phone no., fax, email and contact address)

Annexure – A1
Application Form for enlistment of HSRP Dealer
(on the official letter head of dealer)

Date :

To,
The Transport Commissioner,
100- Feet Road,
Mudaliarpet,
Puducherry 605004.
E-mail ID: tc.pon@nic.in

Sub: Enlistment of dealer for fitment of HSRP in the U.T. of Puducherry,

Sir,

We have fully understood the requirements and the process of " Enlistment of dealers for fitment of High Security Registration Plates on old registered vehicles in the U.T. of Puducherry" and are submitting our enlistment application for fixing of HSRP manufactured by
.....(Name of the manufacturer of HSRP).

| | |
|--|--|
| Dealer Name | |
| Office Address | |
| Address of the HSRP fitment center | |
| Contact Person details (Name, Address, Mobile No, E-mail ID etc.,) | |

We hereby submit the following details relating to our application:

- 1) Our application is unconditional and all information provided in the application is true and correct.
- 2) We hereby declare that we will fix the HRSP plates as per the specifications set out in the enlistment process document and we shall make available any additional information as Transport Department may find necessary as required for clarification.

- 3) We acknowledge the right of Transport Department, in its sole discretion and without incurring any obligation or liability reserve right to suspend and / or cancel the enlistment process and / or amend and / or modify the terms and conditions.
- 4) We confirm that we are not blacklisted by the Government of Puducherry or Central Government/Department/Agency in India from participating in bids during the last three financial years i.e. 2021-22, 2022-23 and 2023-24.
- 5) We agree to keep the quality of fixing of the HSRP plates and support the customers whenever required.
- 6) We confirm that we will get trained towards fitment of HSRP produced by our manufacturers.
- 7) We confirm that we will share all details of the manufacturers i.e. Name, Address, email, Helpline no, Contact person etc., with Transport Department.
- 8) We confirm that we will maintain privacy of all data related to HSRP/owner/vehicle.
- 9) We ensure that the HSRP fitted by us are in compliance with Rule 50 & 51 of CMVR, 1989 and any other rules/regulation/guidelines notified/issued by the Government of India or the Government of Puducherry in this regard.

Sincerely,

(Signature, name and designation of the authorized signatory) (Contact no. including, phone no., fax, email and contact address)

Annexure - B
List of Submissions/documents

List of submissions for manufacturer/dealer

1. Details of the HSRP Manufacturer/dealer
 - a) Name of the Company
 - b) Place of Incorporation
 - c) Date of Incorporation
 - d) Address of Head Office/ branch offices, if any
 - e) Details of HSRP manufacturing facilities (also mention its capacity.)
 - f) Affidavits, Self-Declaration, Compliance, Certificates & required documents as mentioned in terms & conditions and guidelines of this document.
 - g) Certificates of agencies, manufacturing facility.
 - h) Brief description of the Company including details of its main lines of business.
 - i) Details of production facilities (area, machinery, manpower, production capacity).
 - j) Website details /URL
 - k) Particulars of the authorized signatory of the company including name designation, address, phone no, mobile no, fax and e-mail.

2. Documents in support of compliance with the criteria mentioned in this document by manufacturer/dealer.
 - a) Certificate of Incorporation issued by the competent authority with copy of registration documents.
 - b) Address of manufacturing unit.
 - c) Demand Draft towards the Application fee.
 - d) Bank Guarantee towards Performance Security (at the time of enlistment)
 - e) Transport Department Compliance reports.
 - f) One sample HSRP for each size
 - g) Any other document required by the Transport Department other than mentioned in this document.

3. The Dealers are required to submit the following:
 - a) All required documents for enlistment shall be submitted along with the application.
 - b) Demand Draft in favor of "DDO, Transport Department, Puducherry " payable at Puducherry.

Annexure - C
Terms and Conditions Governing Enlisting

1. Commercial arrangement of HSRPs between manufacturers and vehicle owners - Any commercial or other arrangements/ agreements between the enlisted manufacturer and the vehicle owners (customers) and the price of the HSRPs and all other terms and conditions including those related to warranty, nature of service etc., shall be as mutually agreed between them. **Transport Department has no role, responsibility and liability in relation to the same.** Transport Department may direct the manufacturers to share the MRP of their enlisted devices and their MRP for publishing on the website of the Department.
2. Response Time - If any complaint is raised against the HSRP fixed, then the concerned enlisted manufacturer/ dealer should resolve the complaint within 15 days from the date of raising of the complaint.
3. Monitoring and Audit – The Transport Department shall have the right to monitor / audit the HSRPs fixed / being fixed in the vehicles and manufacturing / dealer / office facility used by the enlisted manufacturer and dealer and the service and support provided with a view to ascertain their continued compliance. Monthly report in this regard shall be submitted to the Transport Department by the manufacturer and the dealer. The reports pertaining to a particular month shall be reached to the Office of the Transport Commissioner on or before 5th day of the subsequent month.
4. Cancellation of enlistment -Suspension or Delisting of HSRP Manufacturer/ dealer
 1. If the transport department is satisfied after giving the enlisted HSRP manufacturer an opportunity being heard that.
 - a) is a habitual defaulter in resolving the complaints registered by the owners of the motor vehicles fitted with HSRP by him / his authorized dealer.
 - b) has supplied / fixed or causes or permits any dealer or other person to fix a HSRP, of which is either not approved by the test agency notified under Rule 126 of CMV Rules, 1989.
 - c) is an offender with respect to unethical trade or business practices.
 - d) the declarations or statements made by him are found false.
 - e) he was enlisted by fraud or misrepresentation.
 - f) he has supplied / fixed or causes or permits any dealer or any other person to

fix a HSRP whose authorization / certification / COP is either suspended or cancelled or not rewarded for any reason.

- g) he has failed to appoint any other person / entity as dealer when the existing dealer is closed its business or not responsive to the complaints / service requests of the owners of the motor vehicles.
 - h) he has failed to maintain sufficient infrastructure at his dealer to provide assistance to the vehicle owners.
 - i) he has failed to furnish the data related to HSRP fitted by him, as requested by the Transport Department.
 - j) he has failed to comply any standards prescribed or rules / orders / guidelines notified issued by Govt. of India or Govt. of Puducherry, it may, for reasons to be recorded in writing, make an order.
 - k) delisting the manufacturers of HSRP or its dealer for a specified period from enlistment or delist the manufacturers or dealer as the case may be permanently.
5. Jurisdiction - Any issues related to enlistment of HSRP manufacturer or dealer are governed by the laws established in India and competent to deal with disputes, if any, arising out, the courts in Puducherry shall have exclusive jurisdiction to determine any proceeding in relation to this enlistment.
6. Dispute - In case of any dispute related to technical nature, the decision of Transport Department shall be final and binding.
7. Notice - Any notice or other communication to be given by a party to the other under, or in connection with the matters contemplated by or under the enlistment shall be in writing and shall be delivered by hand/ registered post/ courier at the notified address of the party concerned.

Annexure – D
Bank Guarantee Format for Performance Security

Bank Guarantee Format for Performance Security Beneficiary: Transport Commissioner, Transport Department, Puducherry

Date: [Insert date of issue of BG].....
PERFORMANCE BANK GUARANTEE No.: ... [Insert guarantee number] ...
PERFORMANCE BANK GUARANTEE Amount: ... [Insert guarantee amount] ...
Manufacturer: ... [Insert manufacturer Name and Address]/
Guarantor: [Insert name and address of the issuing Bank]....

1. The manufacturer named above has entered into above referred contract with the beneficiary, for the supply and fixing of HSRP and / or Services as defined in the said HSRP manufacturer enlistment. According to the conditions of the HSRP manufacturer enlistment, a performance security is required to be furnished by the manufacturer to the beneficiary for due performance of the contract.
2. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of Rs _____/- (Rupees in words), upon receipt by us of the Beneficiary's demand stating that the manufacturer is in breach of its obligation(s) specified in the enlisting document, without the beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
3. We do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the beneficiary / Government. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____/- (Rupees in words).
4. We undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by manufacturer in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal.
5. The payment so made by us under this Bond shall be a valid discharge of our liability for payment there under and the manufacturer shall have no claim against us for making such payment.

6. We further agree that the Guarantee here in contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract including Guarantee/ Warrantee period and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Contract have been fully paid and its claims satisfied or discharged.
7. We further agree with Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and condition of the said Contract or to extend time of performance by the said manufacturer from time to time or to postpone any time or from time to time powers exercisable by the Government against the said manufacturer and to for bear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by reason of any such variation, or only extension being granted to the said manufacturer or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said manufacturer or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
8. Notwithstanding anything contained herein above our liability under the Guarantee is restricted to Rs.and shall remain in force until
9. This Guarantee will not be discharge due to be change in the constitution of the Bank or the manufacturer.
10. We lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Government in writing.

Dated.....

For.....

(Indicate the name of the Bank)

Signature.....

Name of the Officer

Designation of the officer.....

Code no.....

Name of the Bank and Branch.....

**** End of Document ****