

**SOP for Enlisting Vehicle Manufacturer  
Approved VLT Manufacturers  
In  
State of Meghalaya**



सत्यमेव जयते

— Meghalaya Transport Department —

### 1. General

- a) As per CMVR 125H, VLTD with emergency button needs to be installed in New Public Service Vehicles (PSV) from 1st Jan, 2019. As per MORTH Guidelines (dated 15<sup>th</sup> January 2020 and S.O. 5453(E).
- i) “For ensuring proper fitment of VLTD in vehicles, In case of new vehicles where the VLT device is installed by the vehicle manufacturer, then the process shall be undertaken by the vehicle manufacturer/ or their authorized agency.”
- ii) The Unique Identification number and other details of each VLT device shall be uploaded on the VAHAN database by the Vehicle manufacturer or its authorized agency, in case of New Vehicles using their secured authenticated access.
- b) The Commissioner of Transport , Government of Meghalaya of Meghalaya envisages to implement a Backend control centre as per AIS-140 to track the public transport vehicles in Meghalaya through C-DAC. The objective of the project is to introduce a tracking system as required for implementation of central notifications for continuous monitoring of public transport vehicles for better road safety and better support for enforcement services.
- c) The Commissioner of Transport Government of Meghalaya intends to enlist AIS140 certified VLTD manufacturers to enable entry of data in VAHAN and also the State VLTD backend provided by C-DAC.
- d) As per MoRTH guidelines dated 15<sup>th</sup> January 2020, new public service vehicles shall not be registered in the State/UT if the vehicles are not equipped with or fitted with vehicle location tracking device and one or more emergency buttons, in compliance with the CMVR 125H. In addition to the MoRTH guidelines, The Commissioner of Transport of Meghalaya may also notify various conditions or requirements for the implementation of vehicle tracking system based on the requirements of the department.

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- e) The specified public service vehicle owners have to ensure that the VLT devices installed in their vehicles are in working condition and regularly send required data to the corresponding Monitoring Centre through cellular connectivity.
  
- f) The State of Meghalaya shall enforce fitment/functional status of device at the time of registration/ permit issuance/ renewal / fitness check of the vehicle in VAHAN / Permit system (for PSV, Mining vehicles, School Buses and National permit vehicle) and the State/UT Monitoring System .

### 2. Criteria

The objective of AIS 140 certified VLTD manufacturer's empanelment & registration is to avail good quality VLT devices and after sales services from VLTD manufacturers and its authorized channel for Sales /after sales services. The Commissioner of Transport, Government of Meghalaya will publish the list of registered VLTD manufacturers from time to time.

The Commissioner of Transport, Government of Meghalaya will evaluate the application on the following criteria:

#### Evaluation Criteria

Sl. No.	Criteria	Required Documents
1.	The Manufacturer should be a registered company in India under the Companies Act, 1956/2013.	Certification of incorporation
2.	The Manufacturer/RFC should not be blacklisted by any Central/ State agencies in India.	Self-declaration by the manufacturer signed by the authorized signatory
3.	The VLT model which Manufacturer intends to submit for registration must be certified according to AIS-140 standard by CMVR Test agency. Only IRNSS VLTD models are allowed.	Copy of valid relevant certificate(s)
4.	The Manufacturer should have their own /authorized state level service and support center with local language support in each of the following regions: a. Khasi b. Jaintia c. Garo	Details of Service and support center as per Annexure C of this document. In case of authorization additional details of authorizations & undertaking from service & support center. (Verification of the facility may be done by the competent authority, if required).

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5.	3 years balance sheet and income tax return, PAN and GST registration number of manufacturer.	Copy of relevant Certificate(s)
6.	Manufacturer Authorization for RFC	Authorization of Manufacturer signed by the authorized signatory
7.	Type of approval from test agencies (ARAI/CIRT/ICAT /VRDE/ CFMTTI /IIP/GARC)	Copy of valid relevant Certificate(s)
8.	Latest COP from test agencies (ARAI /CIRT/ICAT /VRDE/ CFMTTI /IIP/GARC), as per AIS 140 (if applicable)	Copy of valid relevant Certificate(s)
9.	<p>In-house hardware design and device software with own manufacturing facilities for on – board VTD in India (Make in India) for at least 12 months prior to the Proposal Due Date.</p> <p>OR</p> <p>Its own hardware design and device software with an arrangement with a dedicated outsourced manufacturing facility established in India (Make in India) for at least 12 months prior to the Proposal Due Date.</p>	Affidavit on non-judicial stamp paper of Rs. 100/-

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10.	Applicant must have installed at least 500 AIS 140 certified VLTD	Purchase Order/ Contract copies/ Invoices evidencing that the Applicant has supplied at least 500 AIS 140 comply VLT devices. The Figure will be taken from VAHAN database or any state backend application for validation.
11.	The Applicant shall be in existence for a period of not less than 2 years (From the date of application).	Certificate of Incorporation / Business.
12.	Quality certification <ul style="list-style-type: none"><li>Valid ISO 9001:2015 certificate</li></ul>	Certificate Copy
13.	Certificates regarding M2M DoT Approval for e-SIM provider	Copy of relevant Certificate(s)

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**Note-** A visit of production facility of Approved VLT Manufacturers and the Service & Support centers in Meghalaya may be done by the Commissioner of Transport to verify the credentials.

The Manufacturer must submit all valid certified and authenticated documentary proof for meeting the evaluation criteria. Such documents may include AIS140 certification for submitted model and other credentials.

In addition to the standard following are the recommended features: -

- A.** Alert on tampering and main power removal (Mandatory) as per AIS-140
- B.** Geofence entry/exit alerts (Mandatory).
- C.** Alert in case of geo fencing violation (Mandatory)
- D.** Tilt alert with OTA configurable tilt angle (Mandatory)

### 3. Compliance Demonstration

Compliance against the operational specifications below needs to be submitted by the Applicant. The same should be subjected to demonstration by the Applicant and/or testing by The Commissioner of Transport, Government of Meghalaya or any agency as per Government of Meghalaya for validation, as per points mentioned below:-

Sl. No.	Specification	Validation Process	Confirmation (Yes/No)
1.	Communication Protocol as per AIS140 standards in line with Ministry of Road Transport & Highways (MoRTH) directives and notifications.	Device functionalities to be demonstrated by the Applicant	
2.	Demonstration of test server configuration on the Commissioner of Transport, Government of Meghalaya backend system. (All key functionality as per AIS-140)	Acknowledgement of test command given to device and display of Tracking message at The Commissioner of Transport, Government of Meghalaya backend system	

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3.	Fitment of the VLT device with Panic Button System in a test passenger vehicle	Demonstration and connection in the test vehicle	
4.	Demonstration of Alert Messages and other parameters as per AIS-140 when the Panic button is pressed.	Demonstration of the alert message at The Commissioner of Transport, Government of Meghalaya backend system server	
5.	The Primary source of power for the device should be from vehicle's battery. When the device is disconnected from vehicle battery it should start operating on internal battery.	A demonstration by Applicant together with supporting document as under: AIS-140 Certification.	
6.	Alert on tampering and vehicle battery removal.	A demonstration by Applicant together with supporting document as under: AIS-140 Certification	
7.	Device should meet all the features prescribed as per AIS-140	A demonstration by Applicant	
8.	Device shall be capable for operating in L and/or S band and include support for NAVIC/IRNSS (Indian Regional Navigation Satellite System)	Certification	
9.	Geo- fence entry/exit alerts (Mandatory).	Demonstration by Applicant	
10.	Alert in case of geo fencing violation (Mandatory)	Demonstration by Applicant	
11.	Tilt Alert	Demonstration by Applicant	



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12.	OTA parameter setting as per AIS140 standard	Demonstration by Applicant	
13.	Data Frequencies in different modes	Demonstration by Applicant	
14.	Panic Button fitment & functionalities as per AIS 140	Demonstration by Applicant	
15.	SMS as AIS 140	Demonstration by Applicant	

### 4. Registration fee:

The application shall be submitted along with registration fee of Rs. 10,000/- (Rupees Ten Thousand only). It can be submitted as DD / online in favour of "The Commissioner of Transport , Meghalaya " payable at Shillong for each VLT model. For additional VLT models submitted for registration the manufacturer shall submit an additional fee of Rs. 10000/- (Rupees Ten thousand only) for each model. The registration fees paid to The Commissioner of Transport, Government of Meghalaya will not be refundable. An application not accompanied by the aforesaid payment shall be considered as non-responsive and will be rejected.

### 5. Submission of Application

- A. All communications and proceedings shall be in English language only.
- B. The interested AIS140 certified VLT Manufacturers would need to submit an application as per Annexure A & Annexure B, along with
  - The application shall be submitted along with registration fee of Rs. 10,000/- (Rupees ten thousand only). It can be submitted through demand draft in favour of "The Commissioner of Transport, Meghalaya" payable at Shillong for each VLT model. The application should be submitted within **21 days of the publication of this SOP**. Subsequently submission date for next phase of the application shall be notified on The Commissioner of Transport, Government of Meghalaya website.
  - A performance guarantee of Rs 5,00,000/- (Rupees Five lakhs only) shall be submitted for the manufacturer registration. The performance guarantee shall be in the form of bank guarantee issued from any of the nationalized banks and shall remain valid for three years.
- C. Un-signed and un-sealed application shall not be accepted.
- D. All pages of the application and documents being submitted must be signed and sequentially numbered by the Manufacturer.
- E. Ambiguous applications will be out-rightly rejected.
- F. Applications not submitted as per the format will be rejected straightaway

- G. 2 Sample devices of VLTD Model to be submitted.
- H. No deviations from the specifications will be accepted.
- I. Details of Service & Support Centers as per annexure C

## **6. Address for Submission of Application**

**OFFICE OF THE COMMISSIONER OF TRANSPORT  
LAW-U-SIB, SAWLAD  
SHILLONG MEGHALAYA 793021**

Date of Publishment of this document : **20th April 2023**

Last Date of Submission: **within 21 days of publishing of this SoP at 03:00 HRS**

**Annexure-A.**

**Application Form for Registration of Vehicle Location Tracking Device (VLT) for Vehicles registered in Meghalaya**

Format for VLT Application Form

(On the official letter head of manufacturer)

To,

Date:

The Commissioner of Transport,  
Meghalaya Shillong

Sub: Registration of VLT device for the Public Service Vehicles in Meghalaya,

Sir,

We have read carefully and fully understood the requirements of the process "Registration of Vehicle Location Tracking device (VLTD) for Vehicles registered in Meghalaya" and are submitting our registration application for the following VLT device(S) being manufactured by us together with the required details, other information as per the registration process and the compliance report for VLT specification and protocols.

Name & Address of the VLTD Manufacturer	
VLT device model number(s) to be registered	
AIS140certifyingagency	
TAC & CoP Number & Date	

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Manufactured at (address of VLT production facility)	
Contact Person details (If different from undersigned)	
Name, Designation, Address	
Mobile number	
Email id	
Application Fee Details (DD of INR 10,000)  DD No:  Bank:  Date:	

In relation to our application , The Commissioner of Transport may also note the following:

1. Our application is unconditional and all information provided in the application is true and correct.
2. We hereby declare that the VLT device(s) being submitted for registration complies with the specifications as set out in the registration process document and we shall make available any additional information as Commissioner of Transport may find necessary as required for clarification.
3. We acknowledge the right of The Commissioner of Transport to reject our application without assigning any reason thereof and accept the right of The Commissioner of Transport to cancel the registration process at any time with out incurring any liability to the registered Manufacturers.
4. We confirm that we are not blacklisted by any State Government or Central Government /Department/ Agency in India from participating in bids.

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5. We agree to keep the quality of the registered VLT models and support the customers when ever required.
6. We confirm that we will train all the SSC/RFCs/ dealers for fitment & service of the certified VLT models of our products.

Sincerely,

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

**Annexure - B. VLTD Manufacturer Details**

(On the official letterhead of the Manufacturer)

Application for Registration of Manufacturer for Vehicle Location Tracking (VLT)  
Devices in Meghalaya

1. Name of the Manufacturer:
2. Web Site Address:
3. Email id:
4. Address for Communication:
5. Telephone Nos:
6. Authorized Person:
  - Name:
  - Designation:
  - Mobile No:
  - Email id:
7. Company PAN No:
8. Company GST Registration No with address:
9. Company Quality Certification: ISO 9001: 2015:
10. Details of VLT Model as per AIS 140 standard certified by the test agency
  - Test Agency Name:
  - Details of VLT Make & Model:
  - Details of Type Approval:
  - Details of COP:
12. Details of manufacturing facilities for onboard VLTD in India:
13. Self-declaration of Manufacturer not blacklisted by any central / state agencies of India

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14. Details of performance guarantee (in Form of Bank Guarantee or DD):

- Amount: INR
- Mode of Payment (DD/BG):
- DD/BG No. :
- Date:
- Name of the Bank:
- Address of the Bank:
- Validity of BG:

15. Are you a MSME UNIT.? If yes, please furnish Registration Details,

Name of the DIC/State:

16. The following Documents are submitted to substantiate other eligibility criteria:

- a. ....
- b. ....
- c. ....

**DECLARATION :**

- a) We have read and understood the terms & conditions of the above-mentioned and comply with all Terms & Conditions of the application. (In case of any deviation, the applicant must attach a separate sheet clearly mentioning the Clause No. of the Registration and Deviation thereto).
- b) We certify that the information mentioned above is true and correct to the best of our knowledge.

(Name of the firm with stamp)

Place: Authorized Signatory Name:  
Date: Designation:



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### Annexure - C. Service & Support Centers sDetails

SI No	Details	Remarks
1.	Name of the Firm / Company	
2.	E-Mail Id	
	Contact Detail	
	Address	
	Location	
3.	PAN and GST number of Service & support Centre	
4.	Support Phone Number (With Local Language Support)	
5.	Details about infrastructure available at Service & Support Centre	
6.	Details of Regional centers	
	1. 2.	