

E-Mail: lak-dtl@nic.in  
www.lakit.nic.in

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Phone 04996 262005 (0)  
263408 (Direct)  
262511 (Fax)

लक्षद्वीप संघ राज्य क्षेत्र  
**ADMINISTRATION OF THE  
UNION TERRITORY OF LAKSHADWEEP**  
(लक्षद्वीप सूचना प्रौद्योगिकी सेवाएं समाज)  
**(LAKSHADWEEP INFORMATION TECHNOLOGY SERVICES SOCIETY)**  
कवरत्ते - ६८२ ५५५  
**KAVARATTI - 682 555**

F.NO.2/1/2010-LITSS

Dated: 05.04.2010

To,  
Wipro Limited  
S3 Tower, A Wing, 3<sup>rd</sup> Floor  
SJP-2 Campus, Sarjapur Road  
Doddakannelli  
Bangalore- 560035

Kind Attention: Mr. P. Prasad- Senior Consulting Manager

**Sub:-** Work Order for State Project Management Consultancy (SPMC) for Crime and Criminal Tracking Network & System (CCTNS) Project- Issued.

**Ref:-**

- 1) F No.22011/14/2009-SR(CCTNS) dated 9<sup>th</sup> November 2009 of Director, Ministry of Home Affairs, Gol, New Delhi
- 2) D.O No.22011/14/2009-SR(CCTNS) dated 21<sup>st</sup> July 2009 of Joint Secretary, Ministry of Home Affairs, Gol, New Delhi
- 3) Proposal for SPMC under CCTNS submitted by Wipro Limited.
- 4) Terms of reference on Providing Consultancy Services for CCTNS in a Project of MHA.

Sir,

Please refer your proposal to work as the SPMC for the CCTNS project in Lakshadweep. It has been accepted and work order is released to your organization as per details given below.

**1) Scope of Work**

SPMC would provide the required operational support in **three distinct phases** as detailed in the Terms of Reference (ToR) issued by NCRB, MHA:

- Phase I: Assessment Study at State and Preparation of PIM Report
- Phase II: Selection of State System Integrator
- Phase III: Implementation Planning & Support

## 2) Consultancy Fees

The consulting fee for the SPMC in Lakshadweep is mentioned below:

SI No	Description	Lump sum amount in Figures ( INR)	Lump sum amount in words ( INR)
1	State Project Management Consultant in Union Territory of Lakshadweep	Rs 42,00,000/-	Rupees Forty Two Lakhs Only

## 3) Taxes & Duties:

The consultancy fees mentioned above is inclusive of taxes & duties.

## 4) Deliverables and Milestones

The following are the list of deliverables for SPMC in Lakshadweep, assuming that the engagement starts at time T.

S No	Deliverable	Timeline
<b>Phase I</b>		
1.	Detailed Assessment Report	T + 4 weeks
2.	Functional Requirement Specifications & Data Migration Report	T + 6 weeks
3.	Infrastructure Requirements	T + 6 weeks
4.	Process Re-engineering Report, M&E Framework, CB & CM Report & Drafting Government orders	T + 6 weeks
5.	Project Implementation Requirements	T + 8 weeks
6.	Project Implementation and Monitoring (PIM) Plan	T + 10 weeks
<b>Phase II</b>		
7.	Request for Proposal (RFP) for System Integrator (SI)	T + 12 weeks
8.	Bid Evaluation Report	T + 20 weeks
<b>Phase III</b>		
9.	Implementation Project Plan	T + 22 weeks
10.	Implementation Certification Report	T + 26 weeks
11.	SPMU Terms of Reference	T + 26 weeks
12.	Activity Closure Report	T + 28 weeks

## 5) Milestones

The indicative key milestones for the consulting engagement for all phases of implementation are as follows:

### Phase I

1. Detailed Assessment Complete
2. Implementation Requirements Complete
3. Project Implementation and Monitoring (PIM) Plan Approved

**Phase II**

4. Request for Proposal (RFP) for System Integrator (SI) Issued
5. Selection of SI Complete

**Phase III**

6. Implementation Plan Approved
7. Go-Live in one district
8. Implementation Certified
9. SPMU Team on-board

**6) Time Frame**

The SPMC will be engaged for a period of **6 months**, during which the entire scope of work defined in the ToR. will have been completed by the SPMC. Any extension beyond this period will be considered by the State Empowered Committee / State Mission Team based on the project requirements at that stage and the performance of the SPMC.

**7) Terms of Payment**

Advance Payment / Mobilization Advance: **10%** against Bank Guarantee.  
Balance 90% payment would be released as per the deliverables given below:

S No	Deliverable	Payment (%)
1	Detailed Assessment Report	10
<b>Phase I</b>		<b>30</b>
2	Functional Requirement Specifications & Data Migration Report	
3	Infrastructure Requirements	
4	Process Re-engineering Report & Drafting Government orders	
5	Project Implementation Requirements	
6	Project Implementation and Monitoring (PIM) Plan	
<b>Phase II</b>		<b>10</b>
7	Request for Proposal (RFP) for System Integrator (SI)	
8	Bid Evaluation Report	
<b>Phase III</b>		<b>50</b>
9	Implementation Project Plan	
10	Implementation Certification Report	
11	SPMU Terms of Reference	
12	Activity Closure Report	

Payments would be released on acceptance of Deliverables by the client for the corresponding phase. The payment may be released within 30 days from the date of receipt of invoice duly certified by the department.

8) **Bank Guarantee:** Wipro must submit a Bank Guarantee for 10% of the consultancy fees towards mobilization advance with a validity of 6 months drawn from a Nationalised Bank.

You may kindly return a copy of the Work Order duly signed as a token of order acceptance and plan the project kick off meeting in consultation with the Police Department.

Yours faithfully

  
(Dr.M.S.Syed Ismail Koya)  
Director  
(Lakshadweep Information  
Technology Services Society)

Copy to:

- 1) Secretary (Home), U.T. of Lakshadweep, Kavaratti
- 2) Superintendent of Police, U.T. of Lakshadweep, Kavaratti