

**Empanelment of Intelligent Transportation System (ITS)
Consultants at IHMCL**

REQUEST FOR PROPOSAL (RFP)

RFP No. IHMCL/10/2017

**Indian Highways Management Company Limited
2nd Floor, MTNL Building, Sector-19, Dwarka, New Delhi-110075**

09-Oct-17

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The issue of this RFP document does not imply that IHMCL is bound to select an Applicant or to appoint the Successful Applicant for the Project and IHMCL reserves the right to reject all or any of the Applicants or Applications without assigning any reason whatsoever.

The Applicant shall bear all their costs associated with or relating to the preparation and submission of their Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations, interviews or presentations which may be required by IHMCL or any other costs incurred in connection with or relating to Application. All such costs and expenses will remain with the Applicant and IHMCL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the empanelment process.

ACRONYMS and ABBREVIATIONS

ATMS	Advanced Traffic Management System
ETC	Electronic Toll Collection
HES	Hybrid ETC System
ITS	Intelligent Transportation System
MoRTH	Ministry of Road Transport and Highways
NHAI	National Highways Authority of India
RFP	Request for Proposal
TMS	Toll Management System
WIM	Weigh-in-Motion System
SWB	Static Weigh Bridge System

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1. Schedule of Important Events / Activities

Sl. No.	EVENT(S)	DATE (Unless otherwise notified separately)														
1.	Issue of RFP Document	09.10.2017														
2.	Last date/time for submission of Application (i.e. <i>due date</i>)	Applications can be submitted during the slots: - <table border="1" data-bbox="850 533 1344 903"> <thead> <tr> <th data-bbox="850 533 940 583">Slots</th> <th data-bbox="940 533 1344 583">Application Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="850 583 940 634">1</td> <td data-bbox="940 583 1344 634">09.10.17 to 31.10.17</td> </tr> <tr> <td data-bbox="850 634 940 684">2</td> <td data-bbox="940 634 1344 684">01.12.17 to 31.12.17</td> </tr> <tr> <td data-bbox="850 684 940 735">3</td> <td data-bbox="940 684 1344 735">01.02.18 to 28.02.18</td> </tr> <tr> <td data-bbox="850 735 940 785">4</td> <td data-bbox="940 735 1344 785">01.04.18 to 30.04.18</td> </tr> <tr> <td data-bbox="850 785 940 835">5</td> <td data-bbox="940 785 1344 835">01.06.18 to 30.06.18</td> </tr> <tr> <td data-bbox="850 835 940 903">6</td> <td data-bbox="940 835 1344 903">01.08.18 to 30.08.18</td> </tr> </tbody> </table>	Slots	Application Period	1	09.10.17 to 31.10.17	2	01.12.17 to 31.12.17	3	01.02.18 to 28.02.18	4	01.04.18 to 30.04.18	5	01.06.18 to 30.06.18	6	01.08.18 to 30.08.18
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5	01.06.18 to 30.06.18															
6	01.08.18 to 30.08.18															

* IHMCL shall reserve the right to modify the application period, in its sole discretion.

2. Background

The Indian Highways Management Company Ltd. (IHMCL) a Company promoted by NHAI has been mandated to implement National Electronic Toll Collection (NETC) System, Toll Management System (TMS), Weigh in Motion (WIM) System, Static Weigh Bridge (SWB) system, CCTV Surveillance system and state-of-the-art Hybrid ETC System (HES) at toll plazas of NHAI on National Highways and Expressways.

IHMCL intends to empanel individual professionals working in relevant field as Consultants to create a panel of Consultants for providing professional and expert services wherever required by IHMCL on man-days basis.

3. Description of Application Process:

IHMCL shall adopt a two-stage process for selection of Applicants for empanelment.

3.1. Shortlisting Stage

The Applicants will be shortlisted based on the marks scored by them during the evaluation of their application submitted by them in prescribed format. The evaluation of application shall be as per the criteria prescribed in Annexure-A of this document.

3.2. Personal Interaction Stage

The interaction stage is aimed at personal interaction and verification of original documents/ credentials claimed by the applicant and deciding the suitability of the shortlisted Applicant. During this stage, the applicants would be required to appear for personal interaction with the evaluation committee. The applicants selected by the committee shall be empanelled by IHMCL. IHMCL intends to announce a list of empanelled Applicants which will be updated on yearly basis and hosted on the website of IHMCL.

3.3. Empanelment Process

Empanelment shall be made through open ended process. Eligible Candidates may apply as per schedule mentioned in **Clause 1 “Schedule of Important Events/Activities”** on the essential qualification mentioned in RFP.

3.4 Address for correspondence

Any queries or requests for additional information concerning the RFP shall be submitted in writing by e-mail address given below. The e-mail communication shall clearly super scribed with the following title:

“Empanelment of Intelligent Transportation System (ITS) Consultants at IHMCL”
“Queries/Request for Additional Information”

Address for correspondence:

The Assistant Manager,
Indian Highways Management Co. Ltd
2nd Floor, MTNL Building
Sector-19, Dwarka, New Delhi -110 075
info@ihmcl.com/sachin@ihmcl.com

4. Objectives

The consulting services shall be provided by individual professionals (hereinafter referred to as "ITS Consultant") in compliance with the RFP document. The objective of the consulting services is to achieve the efficient and proper preparation, implementation and monitoring of the Projects by providing assistance to IHMCL.

5. Scope of Work

5.1 The scope of work assigned to each empanelled consultant shall include all or any, but not limited to the following task(s).

The interested applicants who wish to get empanelled with IHMCL are invited to submit their applications for empanelment as prescribed hereunder. Broadly the Scope of work includes but not limited to :-

- i) Scrutinise and advice on critical technological issues and plans.
- ii) Feasibility Study at site(s)
- iii) Project Formulation
- iv) Detail Design Review includes System design and System architecture documents etc.
- v) Implementation Supervision on site
- vi) Monitoring supply, installation and commissioning works at site(s).
- vii) Conducting Factory Acceptance test
- viii) Conducting Site Acceptance Test
- ix) Conducting site surveys and audits during operation and maintenance period to ascertain adherence to the terms and conditions as well as compliance to Service Level Agreement Conditions by the service providers,
- x) Providing advisory services to IHMCL for administering successful and timely completion of the concerned projects(s).
- xi) IHMCL reserves the right to change the scope of work as required by it.

5.2 Duration of Work: -

The maximum man-days per month per consultant shall not exceed 10 days in a month

In case the man-days exceeds above mentioned limit in any month, the consultant shall be paid for maximum of the ceiling limit only.

Specifically in the case of SAT the ITS Consultant shall be required to complete the provided Site Acceptance Test task within 02 days time and shall submit reports within 08 days from the date of completion of SAT.

6. Experience

- Individual professionals with total work experience of 10 to 15 years, with minimum relevant experience of 7 years and currently working as Consultant in the relevant field for at least three (3) year.
- Consultant shall not be full time employee of any organisation.
- Experience shall be mentioned in following format and all relevant documents viz. experience certificate, joining letter, relieving letter shall be duly annexed: -

Total no. of years	Experience details		Organisation (Name)	Designation	Job Responsibilities	
	From	To				

7. Remuneration

7.1 ITS Consultant shall be paid Rs. 10,000 per day for the work allotted to them.

Note: The above will be subjected to per month ceiling limit of INR 1,00,000/-

7.2 In addition to above, travel expenses will be paid as per actual as follows:

- a) Air travel by economy class, train/bus travel in AC-II class or equivalent.
- b) Travel by road to be paid @ Rs. 12/Km
- c) Lodging expense shall be paid @ Rs. 4,000/- per day
- d) GST at the prevailing rate to be paid extra on the above as relevant.
- e) Consultant need to submit bills for the all travel/lodging expenses.

Note: Kindly note that 7.2 shall not be applicable for travel within place of residence of the consultant. In case the consultant resides in any part of NCR, 7.2 shall be applicable for him/her for travel to site location only and not for the travel to IHMCL office.

7.3 All the payments will be made in Indian Rupees.. Mandatory taxes / duties etc. as applicable will be deducted by IHMCL.

Each assignment shall be communicated by IHMCL through letter/ email mentioning the required timeline to complete the work.

ITS Consultant shall be required to submit the “Daily Work Done Summary Sheet” along with the monthly invoice for processing of payment.

ITS Consultants should submit original bills to claim reimbursement of work related expenses.

8. Instructions to the Applicants

The interested individual professionals should submit the CV in prescribed format and send to the address given in clause 3.4. The applicants scoring the qualifying marks (minimum 75%) shall be invited for the second stage of evaluation to be conducted at IHMCL HQ by the evaluation committee. The shortlisted applicants who will clear the second round shall be eligible for empanelment with IHMCL.

8.1. Right to accept and reject any or all the Application(s)

Notwithstanding anything contained in this RFP Document, IHMCL reserves the right to accept or reject any Application and to annul the qualification process and reject all the Applications, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.

Authority reserves the right to reject any Application if:

At any time, it is found that a material misrepresentation is made by the Applicant, or

The Applicant does not respond promptly and satisfactorily to the requests for supplementary information required for the evaluation of the Application.

The misrepresentation/ improper response mentioned in Clause above may lead to the disqualification of the Applicant. If the Applicant is a full-time employee of a company/firm which is not in the field of related consultancy services, then the application may be disqualified/ rejected.

9. Preparation and Submission of Application

9.1. Language

All information in the Application must be in English. Information in any other language, if not accompanied by an authenticated translation in English, shall not be considered.

9.2. Clarifications on Application

Applicants requiring any clarification on the Application may notify IHMCL in writing by e-mail in accordance with the above clauses.

IHMCL shall respond to the questions raised or clarifications sought by the Applicants. However, IHMCL reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring IHMCL to respond to any question or to provide any clarification.

IHMCL may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Applicants. All clarifications and interpretations issued by IHMCL shall be deemed to be part of the Application. Verbal clarifications and information given by IHMCL or its employees or representatives shall not in any way or manner be binding on IHMCL.

9.3. Submission of Application

Interested individual professionals may submit their application against this RFP comprising of following documents:

- A) Application covering letter (Form-T1)
- B) CV of applicant (Form - T2)
- C) All relevant document (Experience, Educational as mentioned in RFP)

10. Disclaimer to assign the work

1. IHMCL is not bound to assign defined number of man-days to the empanelled ITS Consultant(s).
2. The empanelled ITS Consultants shall not seek any permanent / temporary employment with IHMCL by getting empanelled in IHMCL.
3. ITS Consultants cannot claim for any minimum amount to be paid in case no work has been assigned to them during the empanelment period.
4. ITS consultant shall not claim for any holiday /weekend / weekday which falling during the period of assignment assigned to him/ her, on which she/he did not perform any work assigned by the IHMCL.
5. IHMCL shall reserve the right to assign the tasks to any ITS consultant based on the performance and his/her familiarity with the assigned task. There shall be no equal distribution of the work.
6. There shall be no limitation on the number of ITS Consultants empanelled by IHMCL.
7. IHMCL reserves the right to terminate the services / empanelment of any or all of the ITS Consultant(s) at any point of time without giving any clarification or notice to the ITS Consultant(s).

8. Currently, applicant shall not be full time employee with any System Integrator/Concessionaire of NHAI.
9. ITS Consultant(s), if faced with problems in timely delivery of Services, which are beyond the control of the ITS Consultant, it shall immediately inform IHMCL in writing, about the causes of the delay and tentative duration of such delay etc. IHMCL, on receipt of such notice, shall analyze the facts at the earliest and at its sole discretion, may provide additional time, as deemed reasonable.

11. Annexure

Application covering letter (**Form-T1**)

(To be submitted on Plain Paper by the Applicant)

To

The Assistant Manager,
Indian Highways Management Co. Ltd
2nd Floor, MTNL Building,
Sector-19, Dwarka,
New Delhi -110 075

Sub.: Application for Empanelment of Intelligent Transportation System (ITS) Consultants at IHMCL

Dear Sir,

1. I, the undersigned, have carefully examined the contents of the above referred Application and undertake to fully comply and abide by the terms and conditions specified therein and hereby submit my application for the aforesaid service.
2. I undertake that, in competing for (and, if the award is made to me), for executing the above contract, I will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
3. I understand that:
 - (a) This Application, if found incomplete in any respect and/or if found with conditional compliance or not accompanied with the requisite and prescribed documents, shall be summarily rejected.
 - (b) If at any time, any averments made or information furnished as part of this Application is found incorrect, then the Application will be rejected.
 - (c) IHMCL is not bound to accept any/all Application it will receive.
4. I declare that:
 - (a) I have not been *declared ineligible* by IHMCL, NHAI or Ministry of Road Transport & Highways, Government of India or any other agency for indulging in corrupt or fraudulent practices. I also confirm that I have not been *declared as non-performing or debarred* by IHMCL, NHAI or Ministry of Road Transport & Highways, Government of India.
 - (b) I *haven't been blacklisted* by a central/state Government institution/Public Sector Undertaking/ Autonomous body and there has been *no litigation* with any Government Department/PSU/ Autonomous body on account of similar services.
 - (c) I have *not* directly or indirectly or through an agent *engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice*, as defined in the Contract Agreement, in respect of any tender or request for proposal issued by or any Contract entered into with IHMCL or any other public sector enterprise or any government, Central or State.
 - (d) Currently I am not a full time employee with any System Integrator/Concessionaire of NHAI.
5. I certify that:
 - (a) I have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the subject work or which relates to a grave offence that outrages the moral sense of the community.
 - (b) I am not the subject of criminal or civil proceedings that could be expected to adversely affect my ability to participate in the present RFP.
 - (c) No investigation by a regulatory authority is pending either against me.
 - (d) The information provided in this application (including the attachments) is true, accurate

and complete to the best of my knowledge and belief. Nothing has been omitted which renders such information misleading; and all documents accompanying my application are true copies of their respective originals. I shall be liable for disqualification or termination of contract at any stage, if any information/declaration is found to be incorrect or false. I will intimate IHMCL promptly in case of any change in the information submitted as part of this application.

- (e) I am submitting this application after carefully reading all the terms and conditions contained in the RFP document and its addendum/ amendment, if any, and undertake to abide by the same. It is also certified that the Application is being submitted in the prescribed formats without any addition / deviation / alteration and my application is unconditional.

I remain,

Yours sincerely,

Name

Form T-2: Format of Curriculum Vitae (CV)

Passport size
recent color
photograph of
the candidate

1. Proposed Position :

2. Name of the Applicant (in Block letters) :

3. Father's/Husband's Name :

4. (a) Date of Birth :

(in dd/mm/yyyy format)
(Please furnish proof of age)

(b) Age as on bid due date :..... Yrs, ... Months &, Days

5. Permanent Address :

.....
.....

6. Address for Correspondence :

.....
.....

7. E-mail address, Phone Numbers : Email

Mobile:

8. Details of Educational Qualifications from Matriculation onwards

(Please furnish proof of qualifications)

Sl. No.	(1)	(2)	(3)	(4)	(5)
Examination passed	Year of passing	Name of College / Institute	University / Board	Main subjects	Percentage of marks obtained

9. Experience

Total Experience : Yrs, Months &, Days

Relevant Experience : Yrs, Months &, Days

10. Details of experience of each employment (in chronological order):

In case of change in posting held within the same employer, please fill in details separately.

1	Name and Address of the organization	Position held	Period of tenure		Responsibilities / Job Profile
			From DD/MM/YYYY	To DD/MM/YYYY	1 2 3 4
	Technical details of project experience				

2	Name and Address of the organization	Position held	Period of tenure		Responsibilities / Job Profile
			From DD/MM/YYYY	To DD/MM/YYYY	1 2 3 4
	Detailed description of project experience				

3	Name and Address of the organization	Position held	Period of tenure		Responsibilities / Job Profile
			From DD/MM/YYYY	To DD/MM/YYYY	1 2 3 4
	Detailed description of project experience				

4	Name and Address of the organization	Position held	Period of tenure		Responsibilities / Job Profile
			From DD/MM/YYYY	To DD/MM/YYYY	1 2 3 4
	Detailed description of project experience				

Note: In case of more than 4 employments, the relevant details in prescribed format be added.

Certification by Applicant:

- i) I am willing to work on the project. I will not engage myself in any other assignment during the currency of the assignment accepted by me and I will be available for required duration of that project assignment.
- ii) I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualification and experience. In case IHMCL discourse anything contrary to above, IHMCL would be at liberty to remove the personnel from the present assignment and debar me for an appropriate period to be decided by IHMCL.
- iii) I, have not left any assignment with the consultants engaged by IHMCL/ contracting firm for any continuing works of IHMCL without completing my assignment. I will be available for the required duration and if I leave the accepted assignment in the middle of the work, I may be debarred for an appropriate period to be decided by IHMCL. I have also no objection if my services are extended by IHMCL for this work in future.

Signature of the Applicant

Place:

Date:

Note:

Each page of the CV shall be signed in ink by the Applicant. Photocopies will not be considered.

Indian Highways Management Company Ltd.

Annexure-A

Evaluation Criteria for assessment of score of Consultant for adequacy of the Assignment.

Consultant-ITS

NOTE: Applicants with total work experience of 10 to 15 years may only apply any applicant falling short of the required work experience shall be rejected

S. No.	Description	Max. Points	Reference/ Details of projects Claimed for self assessment	Marks self assessed by the Applicant
1	General Qualification	25		
	I) Graduate in Electrical/Electronics/Computer Science/IT/Telecommunication Engineering	10		
	II) Post Graduation/MBA/PG Diploma in Transportation/ Electrical/Electronics/Computer Science/IT/Telecommunication or equivalent	05		
	III) Degree/Diploma/Certificate in Project Management or studied as a subject in Post-Graduation	03		
	IV) Membership of relevant Professional Society	05		
	V) Any additional qualification	02		
2	Adequacy for the Project	70		
	Professional Experience:			
i)	Total Professional Experience: <10 years →0 marks 10 years →15 marks Add one marks extra for each additional completed year of experience subject to maximum 5 (five) marks.	20		
ii)	Experience as Resident Engineer/Project Manager/Executive Engineer or equivalent on construction works/Project Management Consultant Projects in similar configuration in handling or executing of ITS works for Highway/Expressway Projects. <3 years →0 marks 3 years →10 marks Add 1 marks extra for each additional year of experience subject to maximum 5 (five) marks.	15		
ii)	Experience in similar capacity in handling/ Execution of ITS Projects (Highway/Expressway projects of length of 40 km or more of similar configuration) 1 project →5 marks Add 1 mark extra for each additional project subject to maximum 5 (five) marks.	10		
iii)	Experience in similar capacity as Key member in Supervision of ITS works for major highway/Expressway Project of 40 km or more of similar configuration. 2.5 marks for each project subject to maximum 10 (ten) marks	10		

iv)	Experience in similar capacity as Key member in Planning and designing of ITS works for major highway/Expressway Project of 40 km or more of similar configuration. 2.5 marks for each project subject to maximum 5 (five) marks	10		
v)	Experience in similar capacity as Key member in Operations and Maintenance of ITS works for major highway/Expressway Project of 40 km or more of similar configuration. 2.5 marks for each project subject to maximum 5 (five) marks	10		
	Total :	100		

Note: (1) Similar Capacity includes the following positions

- i. On behalf of Consultant: Engineer/Project Engineer (ITS)
- ii. On behalf of Contractor: Project Engineer or equivalent (ITS Design/ Implementation/ Project Management/ Construction Supervision)
- iii. On behalf of Government: Independent Engineer/ Executive Engineer

(2) Only those projects (in numbers) will be considered for evaluation above, where the input of the personnel is not < 12 months.

(3) Experience claimed by the applicant should inter-alia include at least five of following ITS sub-components for Highway/ Expressway Project(s). However, item (iii) i.e. Electronic Toll Collection (ETC) and (xix) i.e. CCTV/ Video Surveillance System (xx) Weigh in Motion System (xiii) Static Weigh Bridge System (xxii) Toll Management System are mandatory.

- i. Automatic Traffic Counter cum Classifier System (ATCC)
- ii. Central processing System
- iii. Electronic Toll Collection (ETC)
- iv. Emergency Call (ECB) Boxes, Call Assignment and logging / recording)
- v. Environmental Observation System (EOS)
- vi. Highway Radio (HWR)
- vii. Hybrid ETC System (HES)
- viii. Integrated ATMS Software and System Architecture
- ix. ITS/ATMS Control Centre integrated with above sub-components.
- x. Meteorological Observation System (MOS)
- xi. Mobile Radio Communication System
- xii. Probe Data System
- xiii. Static-Weigh-Bridge (SWB) system
- xiv. Toll Management System
- xv. Traffic Monitor Camera System (TMCS)
- xvi. Travel Time Measurement System (TTMS)
- xvii. Variable Message Signs System (Fixed)
- xviii. Video Incident Detection System (VIDS)
- xix. CCTV/ Video Surveillance System
- xx. Weigh-in-Motion (WIM) System (Slow/medium/high) for toll plazas.
- xxi. Wireless Communication System (WCS)
- xxii. Toll Management System (TMS)