



**KOLKATA PORT TRUST**

**BID DOCUMENT**

[NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015]

**Implementation of ERP at KoPT**



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## Tender Notice

Tender No: NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015

Kolkata Port Trust invites competitive bids from eligible Tenderers for **450+ users (KDS and HDC)** and approx. 700 processes for implementation of the following project.

### 1.0 Project Overview and Scope of Work

“Implementation of ERP standard software modules (COTS), Software development of applications not covered under standard ERP packages (Bespoke), Migration of existing Data to New Application database, Integration with existing applications, applications software from other sources being used or to be used by KoPT and Maintenance of these software modules (the scope of work under the project being briefly termed as “**Implementation of ERP at KoPT**” for further reference) by eligible tenderers”.

## 2.0 Matter for NIT

### KOLKATA PORT TRUST

#### P & R Division

#### Finance Department

NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015

### Subject / Work Title

“Implementation of ERP standard software modules (COTS), Software development of applications not covered under standard ERP packages (Bespoke), Migration of existing Data to New Application database, Integration with existing applications, applications software from other sources being used or to be used by KoPT and Maintenance of these software modules (the scope of work under the project being briefly termed as “*Implementation of ERP at KoPT*” for further reference) by eligible tenderers”.

**Sale / Download of Tender Document :** 30-Apr-2015 at 14:00 hrs

**Pre-Bid Techno-commercial :** 18-May-2015 at 11:00 hrs

### Conference

**Last date for submission of :** 29-May-2015 by 14:00 hrs

### Tender

**Date of Tender Opening :** 29-May-2015 at 15:00 hrs

**(Techno-commercial bid)**

**For details :** Please log on to [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in)

**Joint Director (P&R)**



### Abbreviation and Glossary

Sl.No.	Abbreviation	To be read as
1.	AoI	Area of Interest
2.	AMC	Annual Maintenance Contract
3.	BOM	Bill of Material
4.	CCA	Certification and Audit Agency
5.	CCN	Change Control Note
6.	CE	Chief Engineer
7.	CM	Change Management
8.	CME	Chief Mechanical Engineer
9.	Contractor	Successful bidder who will act as SI for KOPT
10.	COTS	Commercially Off The Shelf
11.	CPT	Core Project Team
12.	CS	Commercial Score
13.	DD	Demand Draft
14.	DMD	Director Marine Department
15.	DMS	Document Management System
16.	DATA BACKUP	Near-line data backup
17.	DW/BI	Data Warehouse / Business Intelligence
18.	EIC	Engineer of Contract – the one who is accountable for the project
19.	EIS	Executive Information System
20.	ETL	Extract Transform Load
21.	ERD	Enterprise Relationship Diagram
22.	ERP	Enterprise Resource Planning
23.	EMD	Earnest Money Deposit
24.	EMS	Enterprise Management System
25.	ETA	Estimated Time of Arrival
26.	FRS	Functional Requirement Specifications

27.	GAD	General Administration Department
28.	GIS	Geographical Information System
29.	GRT	Gross Registered Tonnage
30.	HDC	Haldia Dock Complex
31.	HOD	Head of Department
32.	HR	Human Resource
33.	I & CF	Infrastructure & Civil Facility
34.	ICT	Information Communication Technology
35.	IPA	Indian Port Association
36.	ISMS	Information Security Management System
37.	ISO	International Organization for Standardization
38.	ISSP	Information Systems Security Policy
39.	ISRO	Indian Space Research Organisation
40.	IT	Information Technology
41.	JBA	Joint Bidding Agreement
42.	JDPR	Joint Director (P&R)
43.	KDS	Kolkata Dock System
44.	KOPT / KoPT	Kolkata Port Trust comprising KDS and HDC
45.	KPI	Key Performance Indicator
46.	LMS	Land Management System
47.	MIS	Management Information System
48.	MDM	Master Data Management
49.	MSTC	Metal Scrap Trading Corporation Limited
50.	NFRS	Non Functional Requirement Specifications
51.	NIT	Notice Inviting Tender
52.	NRSC	National Remote Sensing Center
53.	NRT	Net Registered Tonnage
54.	O&M	Operations and Maintenance
55.	OEM	Original Equipment Manufacturer
56.	OCR	<b>Optical Character Recognition</b>
57.	P&E	Plant and Equipment

58.	PBG	Performance Bank Guarantee
59.	PEDD	Project Engagement Definition Document
60.	PGC	Project Governance Committee
61.	P&IR	Personnel and Industrial Relations
62.	PMO	Project Management Office
63.	PMU	Project Management Unit
64.	PoC	Proof of Concept
65.	POMS	Port Operations Management System
66.	RFID	Radio Frequency Identification
67.	BID DOCUMENT	Request for Proposal
68.	RSPTD	Recruitment, Selection, Promotion, Training, Development
69.	RTI	Right to Information
70.	SAN	Storage Area Network
71.	SAP	An ERP Package (software)
72.	SCM	Software Configuration Management
73.	SI	System Integrator (successful bidder who would provide and implement ERP solutions)
74.	SLA	Service Level Agreement
75.	SME	Subject Matter Expert
76.	SMS	SAHORT Messaging Service
77.	SOP	Standard Operating Procedures
78.	SRS	Software Requirement Specifications
79.	SSO	Single Sign On
80.	TCO	Total Cost of Ownership
81.	TPTA	Third Party Testing Agency
82.	URS	User Requirement Specification
83.	UAT	User Acceptance Test
84.	VTMS	Vessel Traffic Management System

## Chapter 1

### General Information

#### 1.0 Subject / Work Title

“Implementation of ERP standard software modules (COTS), Software development of applications not covered under standard ERP packages (Bespoke), Migration of existing Data to New Application database, Integration with existing applications, applications software from other sources being used or to be used by KoPT and Maintenance of these software modules (the scope of work under the project being briefly termed as *“Implementation of ERP at KoPT”* for further reference) by eligible tenderers”.

#### 1.1 Geographical Location

The Scope of Work is applicable to the two Dock Systems of Kolkata Port, - Kolkata Dock System and Haldia Dock Complex. The locations to be served are as follows:

- i. Kolkata Dock System
  - a. Kolkata and in and around Kolkata City (within a radius of 15 Kms)
  - b. Other Offices / Setups at Saugor (Pilot Station), Budge Budge (Oil jetties), Baharampur (Berhampore) (HSD's Survey Station) and Diamond Harbour (Anchorage).
  
- ii Haldia Dock Complex
  - Haldia and in and around Haldia Town (within a radius of 10 Kms)

#### 1.2 Introduction of Kolkata Port Trust

##### 1.2.1 Preamble

Kolkata Port Trust (KoPT) wishes to implement ERP solution / systems in its organization. It proposes to obtain technical and financial offer for implementation of ERP (as detailed in Chapter 2.0. )

## 1.2.2 Kolkata Port Trust (KoPT)- General Information

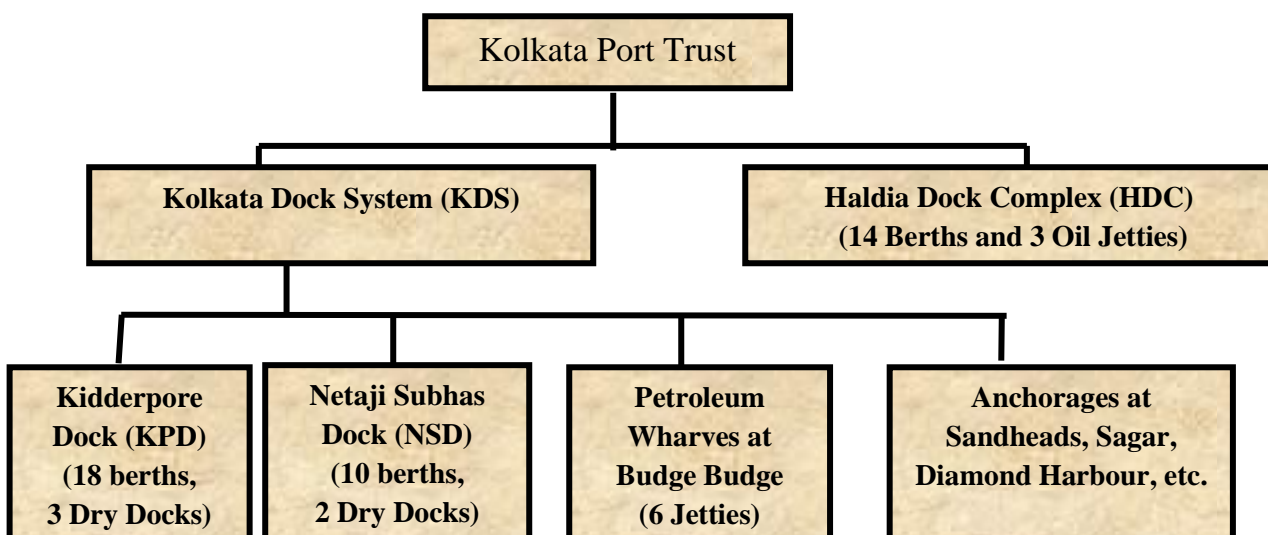
### 1. **BACKGROUND:**

Kolkata Port is the gateway to Eastern India for the rest of the world. This is the first Major Port in India, whose appearance in the map of the maritime world dates back to the year 1870 and this is the 144<sup>th</sup> year of its existence. Kolkata Port is the only riverine major port in India, situated 232 kms. up-stream from the Sandheads. It has one of the longest navigational channels in the world. The other ports in India are Sea Ports and the combined navigational channels of 11 (eleven) major Ports are much less than 232 Km. In the 87 kms stretch from Sandheads to Sagar, the vessels are guided through Vessel Traffic Management System (VTMS) of Kolkata Port Trust. Thereafter, at Sagar, the Pilots embark on the vessels for pilotage, from where the distance of HDC and KDS are 41 kms and 145 kms, respectively.

Haldia Dock Complex (HDC), a modern dock complex of Kolkata Port Trust (KoPT), was set up in 1977 for handling larger vessels, carrying bulk cargo with optimum economy, keeping Kolkata Dock System (KDS) primarily for handling break bulk cargo, container etc. The two dock systems of Kolkata Port viz. KDS and HDC are complementary to each other.

Kolkata Port has a vast hinterland, comprising the entire Eastern India including West Bengal, Bihar, Jharkhand, Uttar Pradesh, Uttarakhand, Madhya Pradesh, Chattisgarh, Punjab, Haryana, Rajasthan, Assam, North Eastern States and the two landlocked neighbouring countries viz. Nepal and Bhutan. The industrial development, commerce and trade of this vast hinterland are inseparably linked to the life and development of Kolkata Port and vice-versa.

### 2. **PHYSICAL STRUCTURE:**



**3. CONNECTIVITY :**

Kolkata Port is well-connected with national and state highways, railways and national waterways. KDS is connected with NH-6, NH-2 and NH-34 through city roads. NH-41 connects HDC with NH-6 and rest of the country. KDS is connected to Eastern Railway through Sealdah and Budge Budge Sections. HDC is connected to the South Eastern Railway via Panskura. Kolkata Port is located on National Waterway No.1 (Ganga) and is also connected to National Waterway No.2 (Brahmaputra) through Sundarbans and Bangladesh.

**4. EXISTING FUNCTIONS OF KOLKATA PORT :**

- Execution of various operational activities related to cargo/vessel handling, construction /mechanization of berths, estate management /revenue mobilization, pilotage, dredging/deepening of channel, regulatory works for river conservancy, hydrographic survey etc. in terms of requirements of trade /user interests.
- Traffic forecast/ capacity assessment in short/long term and implement various capacity augmentation projects funded through IEBR/PPP/allied modes, to attract maritime trade.
- Overall financial planning, management of various key finance related activities, tariff fixation and offering financial advice to the Board of Trustees on related matters.
- Transparent functioning and dissemination of all the statutory provisions, rules and regulations etc to all port-users/ other concerned agencies and be accessible to port community for redressal of grievances with user-friendly orientation.
- Maintenance of various modules of comprehensive computerisation viz. Port Operations Management System (POMS), Port Community System (PCS), Bio-metric Access Control System, IT Security and System Audit, Daily Permit System, facilitation of faster decision making /streamlining of documentation, catering to interests of various customers/ stakeholders.
- Congenial Industrial Relations and initiate various measures for employee welfare, etc.

## Chapter 2.0

### Scope of Work under the Project *"Implementation of ERP at KoPT"*

#### 2.1 The Scope of Work includes:

- i. Implementation of ERP standard modules (COTS) with package-led customization wherever required.
- ii. Mapping of processes (identified under BPR, vide Annexure-I) with the respective processes of offered COTS modules in case of ERP solutions to be provided under (i) above.
- iii. Development / Customization of Bespoke ERP application modules (web-based) for areas not covered under (i) above.
- iv. Implementation of Secured Payment Gateways in the proposed ERP system
- v. Implementation of Work Flow System as integrated part of ERP solutions
- vi. Comprehensive Document Management System integrated to Work Flow System
- vii. Library Management System
- viii. Integration of existing modules as per Annexure 2 with Work Flow, ERP modules (COTS and Bespoke)
- ix. Required Reports for all the above individual modules to be identified during SRS and finalized during deployment / implementation.
- x. MIS and EIS Reporting System using DW/BI Tools
- xi. Financial and Operational data consolidation across organization
- xii. Data Cleaning and Migration (of existing data of KoPT)
- xiii. Implementation of web-based Enterprise Portal as backbone of ERP solution including EIS Dashboard and Single-Sign-On for employees / users.
- xiv. Integration with Port Community System (PCS)
- xv. User Access Management with Single-Sign-On (SSO) & Master Data Management (MDM)
- xvi. Supply of Licenses, Source Codes and Documentation
- xvii. Help Desk System
- xviii. Training to users for the system
- xix. Suggestion on ICT infrastructure including Data Center specifications considering security and performance issues to KoPT.

- xx. Certification i.e., Letter from ERP OEM towards verification, validation & Audit Services before implementation at each stage of implementation of a customized solution using COTS product.
- xxi. In case of Bespoke development, SI should ensure adherence to the standard ERP features / best-practices followed in the COTS product.
- xxii. Warranty for 1 year.
- xxiii. Comprehensive AMC for 5 years.

## 2.2 Implementation of Standard ERP modules (COTS)

SL. NO.	ERP MODULES	Sub-Modules / Major Functionalities
1.	Finance (for KDS & HDC)	<ul style="list-style-type: none"> <li>i. Revenue, (sources of revenue include, cargo/container handling, vessel handling, Railway Activity, Estate, Dry-Dock activity, Permits, Leasing, Hospital, Consultancy and other miscellaneous activities)</li> <li>ii. Payables,</li> <li>iii. Cash and Fund Management</li> <li>iv. Tax Planning and Provident Fund and Retirement Benefit Fund Management</li> <li>v. General Ledger, Balance Sheet, Profit and Loss Statement and Other Financial statements</li> <li>vi. Budgeting,</li> <li>vii. Asset Management for all assets maintained by different departments</li> <li>viii. Consolidation of KDS and HDC Finance Activities</li> </ul>
2.	HR(for KDS & HDC)	<ul style="list-style-type: none"> <li>i. Core HR                             <ul style="list-style-type: none"> <li>• Records of Employees – Fixed &amp; Variable data of Employees incl. their Dependants</li> <li>• Selection: Open advertisement, Inter-Organisation Circulars, Intra-Organisation Circulars, Recruitment Agencies, Different Types of Tests (Written Test, Group Discussion, Personal interviews, Physical Tests, Medical Tests and the like)</li> <li>• Recruitment: Direct Recruitment, Departmental Transfers, Deputation, Contractual engagements, Lien and other forms of employment</li> <li>• Promotion, Assured Career Progression, Officiating, As in-charge, Proforma Promotion, on Deputation, on Lien, Sabbatical, Extra-ordinary Leave, Leave without pay and other forms of change in status of job position of an employee</li> <li>• Training and Development: In-house training, External training in India and Abroad, specialized training, On the job training, short term and long term training- One time or Phase wise, Seminar and Workshops, Conferences</li> <li>• Retirement: Superannuation, Compulsory Retirement, Voluntary Retirement Scheme, Death, Retrenchment, Resignation and other forms</li> <li>• Roster and reservations</li> <li>• Employee Compensation</li> <li>• Employee Grievance and RTI</li> <li>• Other Aspects of Standard HR Practice</li> </ul> </li> <li>ii. Payroll (Current &amp; Arrears)                             <ul style="list-style-type: none"> <li>• For permanent, temporary, contractual, deputation, lien and other related</li> </ul> </li> </ul>



- manpower serving KoPT
  - Recovery, where applicable (like, on direction of Court), in above cases
  - Leave Management and allied activities and processes
- iii. Pensioners' Services
  - Records of pensioners (retired employees and their dependants)
  - Calculation & disbursement of pension, gratuity and related arrears
  - Recovery, where applicable (like, on direction of Court)
- iv. Self Service for Employees & Pensioners –
  - View for all users
  - Post only for 1000 employee accounts
- v. Performance Management
- vi. Integration with Establishment Processes

3. Materials Management (for KDS & HDC)

All Features

Purchasing:

- Raising of indents by different divisions/ departments and approval
- Conversion of indents to Request for Quotation / NIT, approval of NIT
- Entering of Supplier quotations and integration with e-Tendering Module of MSTC
- ***Tendering Module should be extended to all departments and divisions with provision for Integration with 3<sup>rd</sup> party e-Tendering Solution (of MSTC)***
- Approval of Proposal & award of contract
- Configuring of Work Orders / Requisition approval hierarchy
- Association of items with approved suppliers
- Approve / select supplier quotation for order placement
- Placement of Purchase order on selected supplier after due approvals
- Issue Work Orders to supplier with email to supplier on placement of order, if required.
- Creation of types of purchase orders: Standard, Blanket, Planned and Purchase agreements
- Providing necessary terms and conditions on Work Orders
- Attach documents to Work Orders / requisition screens, if required
- Multiple standard reports and listings
- Price Store Ledger creation and update

Inventory:

- Creation of items, item categories and groups
- Creation of lot or serial controlled items
- Creation of stores / locations & Sub-Stores / Location
- Configuration of costing method and material accounting parameters
- Receiving of goods from supplier with inspection or quality checks and necessary accounting
- Stocking of defective goods in separate store / accounting of defective goods
- Return of defective goods to suppliers and auto creation of debit memo in Payables
- Raising of material requisition from user departments to central stores
- Approval of store requisition and issue to material to user department
- Triggering of purchase requisition in case of material shortage
- Auto Creation of purchase order on approved suppliers, if required.
- Material movement across stores / sub-stores
- The sub-store module may be used by all the departments / divisions
- Items tracking and on hand quantity availability

- Material reservation
- Planning and replenishment: Min-max planning, Reorder point planning, Kanban pull sequences, Kanban cards
- Cycle count and Physical inventory
- Inter organization sale or transfer of material
- Inventory Analysis on different parameters such as age etc.

4. Project Management

- Estimate Preparation
- Proposal and Approval
- Preparation of NIT and Bid Document and approval of NIT
- Integration with 3<sup>rd</sup> party e-Tendering Solution (of MSTC)
- Approval of Proposal & award of contract
- Monitoring of Physical and Financial Progress
- Integration with Billing and
- other functionalities

This module has to be customized for departments such as Mechanical, P&E, Marine, Civil, I&CF, Hydraulic Study, Planning and other departments. That is, describe the hierarchy for approvals, Work Break Structure for Estimate preparation, Inclusion of PWD Schedule for civil and I&CF projects/ works, Bar charts for project monitoring, Billing system for payment to third party executing projects

5. Maintenance of all types of assets (civil infrastructures, plant & equipment, electrical installation, port craft, devices, computer hardware, software, communication network etc.)

All features

- Plan and schedule all maintenance activities
- Asset performance tracking using meters, quality plans and condition monitoring systems
- Implement preventive maintenance strategy using condition based monitoring
- Track and maximize resource availability for equipment and labour
- Single view of maintenance asset using:
  - Asset groups and attributes
  - Asset hierarchy ( parent and child assets)
  - Asset costs and work history
  - Asset activity and meters
- Maintenance work management
  - Preventive maintenance
  - Predictive maintenance
  - Preparation of NIT and Bid Document and approval of NIT
  - Integration with 3<sup>rd</sup> party e-Tendering Solution (of MSTC)
  - Approval of Proposal & award of contract
  - Creation of work request by user department
  - Approval of work requests. Can place Work requests on hold or reject
  - Closure of work requests by maintenance department
  - Tracking of work requests
  - Ability to create work orders from approved work requests
  - Issue material from stores to work orders

The assets are under different departments.: Hence the module has to be extended to different departments / users including scope for preparation of estimates for maintenance, Approvals,

Inclusion of PWD Schedule & its Revisions for civil and I&CF projects/ works, Bar charts for repair monitoring, Billing system for payment to third party carrying out repair		
6.	Document Management System	All standard features of Comprehensive Documents Management including <b>OCR</b> for enabling search in PDF and Image files and Tracking of movement of Files using <b>RFID</b> and similar processes – Refer Annexure 1
7.	Work Flow	In all ERP modules and all departments – Specification given in Annexure 3

The proposed processes are indicated in Annexure – I

### 2.3 Implementation of Bespoke ERP modules

Web-based Bespoke ERP solutions to be implemented in following areas :

SL. NO.	Bespoke ERP solutions (for processes not covered under Standard ERP modules)
1.	POMS (Port Operations Management System) Processes (KDS+HDC) encompassing Container, Cargo, Vessel, Barge, Railways, Berth Management, Dry Docks, Yard Licensing, Permit, Ship Breaking etc. vessel movement with related billing & collection and integration (message based) with external systems/applications, like, Port Community System (PCS), Container Terminal Planning and Management System and Weigh Bridge being operated/managed by 3 <sup>rd</sup> Parties, Permit System, Railways Processes and similar processes – Refer Annexure 1
2	Legal Processes Encompassing such activities as provision of Legal opinion, appointment of Lawyer, monitoring of court cases, payment of lawyer bills and similar processes – Refer Annexure 1
3	Vigilance Processes Encompassing such activities as provision of Vigilance Investigation, Technical Examination of Civil/Mechanical and other technical works, Disciplinary Proceedings Consideration, Enquiry Proceedings & Order, RTI reply and similar processes – Refer Annexure 1
4	Hydraulic Study Processes Process flow and decision making from available data generated from Hydrological Observation, Processed Charts, Physical Model Experiments, Numerical Model Experiment With The Aid Of Software Like MIKE 11 / MIKE 21, wherever data is made available in standard forms such as flat files etc. and similar processes – Refer Annexure 1
5	Labour / P&IR (HDC) Processes Labour Tribunal, staff training – Training institute Activities, Quarter administration for Class III and IV employees - Refer Annexure 1
6	Planning Processes – Refer Annexure 1
7	Civil Engg / I & CF (HDC) Processes : Civil Infrastructure maintenance & construction Processes not covered under <b>ERP-COTS module- Project Management &amp; Maintenance, Integration with PWD Scale of Rates</b> and similar processes – Refer Annexure 1
8	GAD (KDS+HDC) Processes Administrative processes such as transport, security, Grievances handling, Parliamentary

	delegation management, Parliamentary Queries, RTI ( <b>if not included under ERP COTS Modules</b> ), Recruitment, Selection, Promotions of all employees and Training ( <b>if not included under ERP COTS Modules</b> ) of Class I and II officers (RSPT), At HDC job of RSPT is handled by P&IR division, and similar processes – Refer Annexure 1
9	Estate (KDS+HDC) Processes : i. Maintenance of Land Records (vacant & occupied) ii. Management of Proposals & Tenancy (for Lease & License) iii. Billing (for Rental and Compensation) with complete flexibility for current, arrear, revised & consolidated billings, including interest / penalty calculations iv. Management of Cases (Legal & PP Act) v. Integration with GIS (being developed by ISRO) vi. Quarters Management vii. Alerts (through MIS, SMS & e-mails) for pro-active management viii. Comprehensive Documents Management including <b>OCR</b> for enabling search in PDF and Image files and Tracking of movement of Files using <b>RFID</b> . and similar processes – Refer Annexure 1
10	Mechanical Engg. / Plant & Equipment (HDC) Processes Procurement and Maintenance of Plant and Equipment, Electrical installations: Processes not covered under <b>ERP COTS module (Project Management &amp; Maintenance)</b> , Dry-Dock activity, and similar processes – Refer Annexure 1
11	Marine (KDS+HDC) Processes : KoPT Vessel Movement, Vessel Repair, Survey, Dredging, Boat Registration: Processes not covered under POMS, <b>ERP COTS module (Project Management &amp; Maintenance)</b> , and similar processes – Refer Annexure 1
12	Medical (Hospital) (KDS+HDC) Processes Treatment of KoPT employees, pensioners and external patients, hospital inventory( procurement, supply & issue), OPD, IPD, Pathology, Radiology, Referrals, Payments to external Consultants, Approval of Disbursement of Medical Bills of employees & pensioners, and other processes – Refer Annexure 1
13	Finance (KDS+HDC) Processes not covered under Standard ERP modules – Refer Annexure 1
14	Materials Management (KDS+HDC) Processes not covered under Standard ERP modules such as Fuel Management, etc. – Refer Annexure 1
15	Establishment Process All departments carry out Establishment Processes such as processing of employee leave, official tours, LTC, encashment of leave, loan application, enquiries, PF withdrawal, proposal for promotion, punishment, appraisal and similar processes – Refer GAD and Finance processes in Annexure 1. These processes need to be integrated with HR, Payroll, PF, Loan and workflow with Document Management System – Refer Annexure 1
16.	Library Management System  To enable KoPT to maintain and manage its library of books, journals and all library resources. Allow issue, insert, modify and deletion of resources from library database, maintain user status management, provide on-line search on different attributes of books, journals and all library resources and related library functions

**The list of processes under Annexure 1 is mostly exhaustive (covers most of the processes). Some additional processes may however be identified during SRS study by the vendor.**

## **2.4 Integration with Existing Systems**

The ERP solutions (COTS & Bespoke) shall be integrated with PCS, GIS (Geographical Information Systems at KDS and HDC) and other systems not included under the project as per Annexure 2.

## **2.5 MIS Reporting**

MIS Reporting tool will allow generation of:

- Key reports required by various module users, port users and IPA, Ministry and other departments from time to time.
- MIS and EIS reports and should include all KPIs listed against each of the processes.
- Operational Consolidation Reports should include consolidation of corporate budget, provisioning for key corporate KPIs such as Manpower Strength and Attrition, Revenue and Expenses per person, Productivity appraisal (like, Tonnage handled per person), Year wise and cumulative Capital Expenditure Target vis-a-vis Actual Expenditure, Total assets and Dashboard reports created for the Chairman, Dy. Chairman and each HOD.
- Ad-hoc Reports; with provision for selecting data items from menu driven list of all data items captured by the system

## **2.6 Financial and Operational Data Consolidation**

The ERP system should be used separately by the two dock systems, while provision should be made for financial and operational data consolidation.

Financial consolidation should include provision to create consolidated financial reports – Balance Sheet, Trial Balances, Profit & Loss Statement etc. for the parent entity, viz. Kolkata Port Trust.

CONSOLIDATION NEEDS TO BE DONE AT ALL LEVELS OF THE FINANCIAL INFORMATION AND RESTRICTED NOT MERELY TO GENERATION OF FINANCIAL STATEMENTS BUT ALSO VARIOUS TAX COMPLIANCES AND OVERALL FUND MANAGEMENT AT MACRO LEVEL AND MICRO LEVEL.

ROA /ROI / ROCE, Combined inventory and its ratios, Energy Consumed vs Budgeted, TRT and other productivity and performance parameters to be identified during study

## **2.7 Data Migration**

The data stored in the existing systems of KDS and HDC need to be migrated to the proposed ERP system. The job of migration, i.e., preparation of template, extracting the data (in consultation with KoPT officials) and porting to the new application databases will have to be done by the System Integrator.

## **2.8 DW/BI System of KoPT**

Development of DW/BI system of KoPT. The ETL, Cubing and other processes related to DW of the proposed ERP system should also be implemented, so that the DW remains updated from the point of time proposed ERP is implemented.

The Data Warehouse of KDS and HDC needs to be centrally available for EIS (Executive Information System), including in-process analytics. The system should have EIS dashboards for retrieval of information by key officials of KoPT (for Chairman, Dy.Chairmen & GMs /HoDs).

## **2.9 Development of Common Intranet Enterprise Portal for KDS and HDC (KoPT)**

An Intranet Site for KoPT to be developed with Single-Sign-On. It should provide access to all Modules under the proposed system and Work Flow Management System, linked to DW/BI and other features are to be identified during system study.

### **2.9.1 Extranet Enterprise Portal**

- a) Payment Gateway has to be incorporated for all payments in all modules wherever applicable under the proposed ERP solution.
- b) Various dynamic reports (as identified by KoPT during implementation) and underlying data shall be provided to various port users and staging database used by KoPT website, respectively, through this portal.
- c) Provision for Bills presentation to various port users through this portal and emails besides the routine mode.
- d) Lease holders to get status of their payment, outcomes related to various Courts /PP Act cases and other circulars issued by KoPT from time to time

- e) Lease holders to get information about land particulars with link to GIS features
- f) Traffic Clients
  - i. Third party agency to upload on-line request for permits and make payment
  - ii. On-line Requisition for permits
  - iii. Application for licensing of yards / storage space / buildings
- g) Hospital Clients
  - i. Non-KoPT but eligible patients to register and make payment on-line
  - ii. KoPT employees and Non-KoPT but eligible patients to get information on doctors and request doctor and facility – Pathology / radiology etc appointments on-line
- h) Other Clients
  - i. This site should enable debtors to file bill details after submission of the same to KoPT
  - ii. This site should enable debtors to know status of bill submitted
  - iii. This site should enable creditors to file payment details made to KoPT either by Cheque or cash or bank transfer
  - iv. This site should enable an outside agency to file on-line, the document details after submission of the same to KoPT
  - v. This site should enable an outside agency to know status of document submitted to KoPT

## **2.10 User Access Management (SSO) & Master Data Management (MDM)**

The comprehensive system comprising all above applications is envisaged to have User Access Management and Single-Sign-On. The system should allow creating user groups and roles and defining access privileges for them. Also, it should be integrated with existing Microsoft Active Directory or similar Services for seamless login to applications once user has logged in to the KoPT domain. MDM module should be introduced to manage master data originating from PCS or from other IT systems in various departments /divisions. MDM means that KoPT intends to have a single source of all master data across all applications. All regular employees of KoPT will access all applications using SSO. SSO would be applicable for all solutions.

## **2.11 Supply of Licenses, Source Codes and Documentation**

The Software Developer should provide ERP licenses with back-to-back agreement with OEM for Updates/Upgrades and technical support; Supply of licenses for any standard packages wherever implemented; Source-Codes for all customization; bespoke applications and all codes developed under these systems (the proposed ERP Project) exclusively for KoPT. This includes:

- i. A declaration from OEM as per Annexure-8
- ii. All necessary licenses with back-to-back agreement with OEM for updates and technical support,
- iii. Source Codes and scripts for all customization of ERP modules with documentation,
- iv. Source Codes, with complete documentation, for bespoke applications and all codes developed under these systems, including changes, exclusively for KoPT, including standard APIs / Libraries/Configurations. IPR and ownership would rest with KoPT.
- v. Training Manual
- vi. User Manual for end-users
- vii. Documentation in respect of configurations, system installations / deployment etc.
- viii. Suggestion on ICT infrastructure including Data Center specifications considering security and performance issues to KoPT.

## **2.12 Help Desk**

The System Integrator should provide for Help Desk software to enable:

- i. Online call booking
- ii. Online change request
- iii. Online status of calls and change requests
- iv. Other reporting facilities for monitoring etc.
- v. Helpdesk will prioritize the user logged application issues / requests based on the severity category listed under SLA clause below.
- vi. Helpdesks should include System Administrators and Functional executives (vide para 2.16)



### 2.13 Training to users

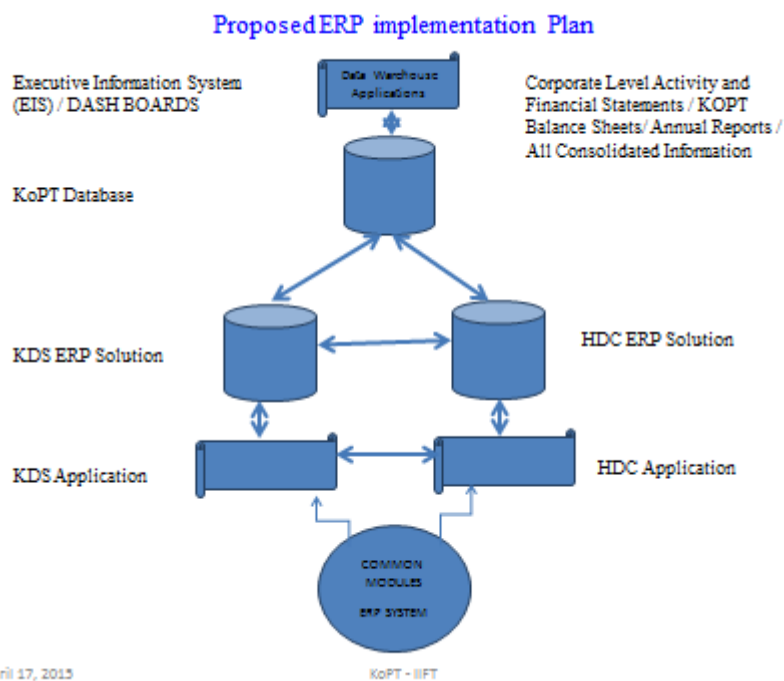
The System Integrator should provide training as given below:

1. Technical training to IT personnel or Core Users of KoPT with focus on configuration and customization
2. End-User On-Site Training to employees to enable use of proposed ERP system with focus on workflow and functionalities. The training plan (the outline as per Annexure 4) will have to be vetted by KoPT at the time of training.

Training will be held at KDS and HDC separately in phases.

### 2.14 The proposed ERP Plan :

The ERP solution needs to be commissioned at the two dock systems of KoPT, i.e, KDS and HDC with consolidation and integration for the Corporate Level Activities and User access.



### 2.15 Warranty for 1 year

The one year warranty period will start from the date of acceptance of the complete ERP solution including integration. During the warranty period, the System Integrator should provide free of cost all support including bug fixation, minor modification, report generation, etc.

The System Integrator should provide support against all change requests as categorized and as per process described in the ensuing section.

## **2.16 AMC for 5 years**

The System Integrator should provide support for the following activities for 5 years from the date of completion of Warranty:

- i. Maintain, update with patches, upgrade as per change request solely with their manpower and resources. JDPR, KoPT will act as coordinator.
- ii. Trouble shooting and query optimization
- iii. Maintain Security Standards as industry practices
- iv. The System Integrator should provide support against all change requests as categorized and as per process described in the ensuing section.
- v. The System Integrator should provide Helpdesks with at least one System Administrator to be located at KoPT (KDS and HDC) as per the requirement and 2 (two) functional supports at each of the dock systems i.e., KDS and HDC respectively, as per SLA.

## **2.17 Proposed ERP Solutions**

The vendor shall submit its offer considering the scope of work (vide chapter 2.0) and the list of processes (vide Annexure 1). For application / functional areas mentioned in para 2.2 above, the vendor must provide solution from the COTS product viz., SAP or Oracle Apps and for other application / functional areas mentioned in para 2.3 above and as may be specified in SRS, the SI may choose to implement a software module / functionality by way of either (a) customisation of a module of the COTS product viz., SAP or Oracle Apps, or (b) Custom-built application using ERP features – to be freshly developed or readily available as proven 3<sup>rd</sup> party software, with proper integration.

## **2.18 Total Time of Completion: 18 months**

2.18.1 Time for complete deployment of all modules i.e. customization, development, testing, commissioning and integration: 15 months

2.18.2 Trial Run & Go-live: 3 months

## **2.19 Implementation Approach**

### **2.19.1 Scheduling of Task**

The SI should carry out the task in the following manner:

- ✓ in phases, vide, 2.19.4,

Following

- ✓ all stages of software development/ implementation cycle should be adhered to

For

- ✓ Two Dock Systems (KDS and HDC).

There are some processes that are common to both the dock systems while some are unique to each of the dock systems.

### **2.19.2 Development Centre**

SI will arrange for development server and all resources for completing the project at his own premises. After the work is completed the same would be deployed / migrated by SI at no additional cost on the hardware to be provided by KoPT.

KoPT will provide for hardware, operating system, other system software for go-live of the ERP solution. SI will provide all necessary information and suggestions to KoPT to arrive at the sizing of the hardware and the software including consolidation, DR and other hosting requirements. SI will be responsible for configuration of the system platform for the proposed ERP solution.

### **2.19.3 Development Software**

The SI will procure the minimum required software and its licenses for the purpose of development including customizations and testing of the proposed ERP solution.

KoPT will pay for necessary licenses from the date of completion of implementation of the proposed ERP solution with necessary UAT and deployment on to the production server.

The ERP system should be built on SAP or Oracle Apps with Oracle as the underlying database. SI should assess and offer the bare minimum requirement of database features and ERP system components necessary for running the ERP solution and quote accordingly.

The ERP system should run on Linux operating system.

The system so developed by the SI should be deployed in active – active clustering (for KDS at Kolkata and HDC at Haldia) and real-time disaster recovery mode. KoPT proposes to have disaster recovery (DR) sites including DW / BI / EIS.

### **2.19.4 The Phases of Implementation are as follows:**

Phase-1:

- Financials (General Ledger, Payables, Receivables, Fixed Assets and Cash Management)
- Materials Management
- POMS
- Estate Management
- Core HR and Self Service, Payroll

- Pension
- Project Management
- Maintenance Management
- Establishment System
- Secured Payment Gateways

Phase-2:

- Document Management System
- Hospital Management System
- Enterprise Portal ( Intranet and Extranet)
- Other Bespoke Applications

Phase-3:

- Integration with Existing Systems
- DW & BI
- Work-Flow
- All other tasks as per Scope of Work

Phase 4 : Integration of 3 Phases for each of KDS & HDC including documentation

Phase 5 : Go live of application for each of KDS & HDC including documentation

Phase 6 : Consolidation of KDS & HDC and acceptance including documentation

### 2.19.5 Stages of Project Implementation

#### 1. User Requirement Specification (URS):

BPR Operational Team of every division/ section / department of KoPT should forward the:

- list of processes,
- the KPIs for each process,
- process flows,
- rules/procedures/conventions/practices/circulars / notifications, etc. and
- outputs namely:
  - commercial documents (such as bills, challans, permits and similar documents)
  - MIS reports
  - EIS & Dashboards

**Key deliverable:** KoPT will provide the compiled URS (signed by concerned HoD) to SI.

## 2. System Requirement Specification (SRS)

The SI will study the URS, interact with respective IT Module Officers and BPR Core & Operational Team members of the departments/divisions and prepare the SRS, which must be vetted by respective BPR Operational Teams and countersigned by concerned HoDs.

**Key deliverable:** *SRS documents*

## 3. Design and Coding or Customization or implementation of ERP solutions (COTS and Bespoke Applications)

The SI will carry out Business Solution Design & Testing Workshops with BPR Operational Team and IT Module Officer

**Key deliverable:** *Solution Design, to-be solution document with Identification & mitigation of gaps in solution*

## 4. User Acceptance Test (UAT)

SI and KoPT's concerned Team would jointly prepare a test plan for every module. One key official from every section / division/ department of KoPT will be nominated as "**Process Nodal Officer**" for the processes under the concerned section / division/ department. The BPR Operational team will coordinate between **Process Nodal Officer(s)** and SI. This stage is said be achieved under the following conditions:

- UAT for individual modules: On completion of successful testing as per test plan
- UAT for Project (enterprise-level) : On receipt of UAT for individual modules and on completion of successful testing as per the following test plan :
  - Integration of ERP COTS modules - intra-module and enterprise-level
  - Integration of other Bespoke Application modules - intra-module and enterprise-level,
  - Integration and Consolidation of Financial and Operational Information from the Two Dock Systems viz. KDS & HDC

**Key deliverable:** *Test Results jointly signed by Process Nodal Officers, BPR Operational Team, IT Module Officer and SI.*

## 2.20 Quality of Work

URS: User Requirement Specification should follow the following principles:

a. Principle of Completeness

The user (KoPT) will ensure that it has listed all extant processes. Each process should be identified with unique Process id and Process description

b. Principle of Correctness

The user (KoPT) will ensure that it has described all extant processes correctly. It has indicated all:

- Input documents
- Input data (with type, size and range of values)
- Business Rules and Procedures (circulars, note-sheets, conventions and existing practices applicable to each of the processes)
- Outputs - reports (soft and hard copies) and/or input to other process

The SI will ensure that it has captured all information required for implementing ERP solution and incorporated the same in the SRS and further stages of development. The SI should incorporate all validations and exceptions.

c. Principle of Compliance

SI is required to incorporate necessary IT Security & audit features in the implemented ERP solution.

## 2.21 Project Management

The SI should submit the following within 15 days from receipt of work order:

- their detailed work plan to KoPT
- their project team structure, and nominate nodal officers
- Visit Plans to KDS and HDC. The cost of visit to KDS and HDC will be borne by the SI. KoPT will issue free permit for entry inside dock (KDS and HDC) premises.
- PERT / CPM Chart
- Gantt / Bar Charts (indicating timelines)

KoPT will arrange for meeting or interaction and provide office space to SI at KDS and HDC at no cost to SI.

SI will intimate any delay in execution of a task immediately and seek extension of time if applicable. KoPT will ensure that delay on their account is considered for extension of time of completion of task, process, module or the project as whole without any imposition of penalty or Liquidated Damages (LD).

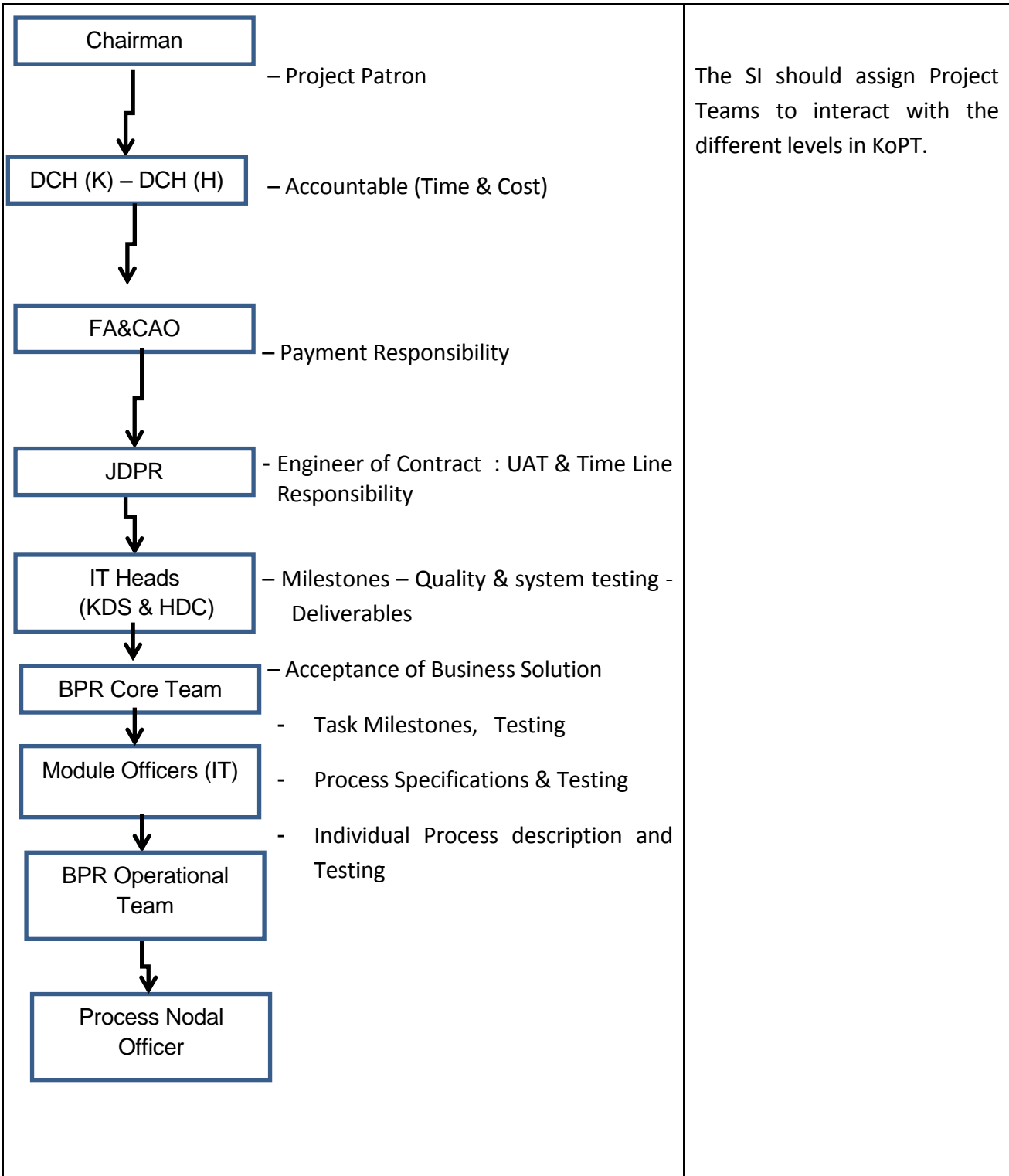
SI and KoPT will put in place a system to record the meeting details to avoid dispute with regard to application of Penalty Clauses.

SI will provide revised Visit Plans to KDS and HDC, PERT / CPM Chart and Gantt / Bar Charts whenever any deviation of original plan takes place.

If project is delayed on account of the SI, penalty will be levied on the SI in form of liquidated damage specified in Clause 8.2 of GCC stipulated by KoPT and in the event of the project being completed by any other party due to inordinate delay by SI or any other reason, Clause 5.9 of GCC stipulated by KoPT will be applicable.

## 2.22 Responsibility Hierarchy

The KoPT Project Team	The SI Project Team
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## 2.23 Service Level Agreement (SLA) for ERP Application Support by the SI

Working Hours of Helpdesk Support Window : Normal working hours (**except for S1** as defined below and issues requiring 24x7 support) is Monday to Saturday, 9:30 hours to 18:30 hours excluding holiday calendar of KoPT.

**S1 (Critical Severity)** Category: Unattended service requests that may stop the ERP business cycle and affect all functions/processes/ users of the business. This can relate to stoppage of Critical Business Transactions / Application breakdown / crash, and has serious implications on running the production server and has impacted all business critical process.

**S2 (Major or High Severity)** Category: Unattended service requests that have a serious impact on business transactions, fairly serious degradation in the application performance. Has impacted some of the business process but still users would be able to continue the operations with the system limitations.

**S3 (Minor Severity)** Category: Moderate impact on Business Transactions, No implications on the data integrity. Has no impact on the normal operations/day-to-day working.

**S4 (Insignificant Severity)** Category: Those with Negligible impact on Business transactions, Applications are stable and have no impact on the day-to-day working of users. This may include to new developments / enhancement requests.

Severity of the Incident	Acknowledgement Time (max.)	Resolution Time*	Resolution Target	Modules
S1	30 minutes	6 business hours	99.5% of cases	POMS, Permit and Hospital
S2	60 minutes	12 business hours within the support window	98% of cases	All receivables and payment related modules
S3	2 hours	48 business hours within the support window	97% of cases	All other applications
S4	4 business hours	By mutual agreement subject to a minimum of 5 business days within support window hours	90% of cases	Any change request

\* SI should have suitable and adequate back-to-back arrangement with the OEM and other involved agencies, if any, for ensuring necessary delivery / support / services under the above SLA.

## 2.24 Change Request

Any modification of application / functionality / configurable parameters required by KoPT, after go-live of ERP solution, will be initiated with a “Change Request” as per the following:

- Change Request without any additional Cost:
  - i. Any Change-Request involving inclusion up to five data-items / attributes pertaining to a given functionality and consequent changes in all existing interfaces / backend / data-flow, reports and related works will be carried out by SI without any extra cost
  - ii. Any Change-Request involving two man-days or less than two man-days (as per joint assessment) will be carried out by SI without any extra cost
- Any Change-Request should follow the procedure given below:

Sl.no.	Change-Request	Process
1.	Correction of Bugs and Errors	<p>Direct Lodging of Complaint through Help Desk by any user. In case of any dispute the matter will be referred to the IT Module Officer for resolution.</p> <p>The IT Module Officer will coordinate with the respective BPR Operational Team to resolve the same.</p> <p>In case of non-resolution the matter will be escalated to IT Heads (KDS &amp; HDC) as the case may be.</p> <p>Else JDPR will be the deciding authority</p> <p>Else to be brought to the notice of FA&amp;CAO</p>
2.	Changes in Process Logic	<p>Request as per format by the User</p> <p>Duly forwarded by concerned HoD or Divisional Head or Section Officers as indicated by KoPT prior to start of Warranty.</p> <p>Recommendation of KoPT System Personnel</p> <p>Determination of efforts jointly by KoPT System Personnel or KoPT Committee and SI</p> <p>Approval by JDPR</p> <p>In case of any dispute the matter will be referred to JDPR</p> <p>Else FA&amp;CAO will be the deciding authority</p>

		<p>Else to be brought to the notice of Dy. Chairman and Chairman</p> <p>May be implemented as a work-flow to avoid delay</p>
3	New additions to Existing Modules and New Modules or Components	<p>Request as per format by the User</p> <p><b>Administrative approval</b> duly forwarded by concerned HoD</p> <p>Recommendation of KoPT System Personnel</p> <p>Determination of efforts jointly by KoPT System Personnel or KoPT Committee and Software Developer</p> <p>Approval by JDPR</p> <p>In case of any dispute the matter will be referred to FA&amp;CAO, he will be the deciding authority</p> <p>Else to be brought to the notice of Dy. Chairman and Chairman</p> <p>May be implemented as a work-flow to avoid delay</p>
4	Version Control & Documentation	<p>The SI shall define the Software Change Management &amp; Version Control process and obtain approval for the same from KoPT. For any changes to the software, SI has to prepare detailed documentation including proposed changes, impact to the system in terms of functional outcomes/additional features added to the system etc. and should obtain approval as listed above for all the proposed changes before implementation of the same into production environment and such documentation is subject to review at the end of each quarter of operations &amp; maintenance support.</p>

## Chapter 3

### Eligibility Criteria

#### 3.1 Sole Bidder

The profile of the sole bidder should be provided as per Appendix VII. The information as per table below should be annexed with the profile.

Sl. No.	Qualifying Criteria	Supporting Documents
Company Profile		
1.	Type of Business – The firm should be in business of System Integrations or Information Technology Services	Company formation document - Copies of Memorandum of Association and Article of Association or equivalent documents indicating date of incorporation
2.	Bidders blacklisted for corrupt, fraudulent or any other unethical business practices (as on the date of submission) by Ministries, Departments of Govt. of India or PSUs/Autonomous Bodies including KoPT will be ineligible to participate. KoPT reserves its right to subject the bidders to obligatory clearances as deemed necessary.	Declaration in Covering Letter as per Appendix II
3.	<p>Criteria related to Incorporation of the Firm, Legal entity</p> <p>The Bidder (Including <b>any one Member of</b> Consortium Members) should be a company registered in India, with a registered office and operations in India.</p> <p>The Bidder can be a single legal entity and or a consortium of firms; In case of a consortium the Lead Bidder should lead all the members of the consortium, individually and severally. For all financial evaluations, penalties, SLA requirements and other bid evaluation parameters, the Lead Bidder will be held responsible.</p>	Company formation document - Copy of Memorandum of Association and Article of Association or equivalent documents

4.	Year of Incorporation - The firm should be at least 7 years in SI or IT business	Company formation document - Copy of Memorandum of Association and Article of Association or equivalent documents
5.	Office Address for Communication - The company should have postal address for communication	Valid address proof – Bank Account indicating Address
6.	Valid PAN	Copy of PAN
7.	Valid TAN	Copy of TAN
8.	Office in Kolkata – Already exists or to be opened before signing of agreement between the SI and KoPT	Valid address proof or acceptance to open office. Bidder has to sign all pages of the tender document to indicate such acceptance.
9.	The bidder company should have at least one development centre in India.	Documentary Proof with address and contact details
Financial status		
10.	Audited Annual Accounts– The firm should have Audited Annual Accounts for at least last three years ending 31.03.2014	Printed Copies of Audited Annual Accounts for last three years ending 31.03.2014 OR Certificate from a Chartered Accountant stating Annual Turnover for the last three consecutive financial years
11.	Average Annual Turnover for last three years ending 31.03.2014 should be Rs. 10.5 Crores or more	Copy of Audited Annual Accounts for last three years ending 31.03.2014 OR Certificate from a Chartered Accountant stating Annual Turnover for the last three consecutive financial years
12.	Nationalised Bank or scheduled Bank Account - The firm should have account in any Nationalised Bank or scheduled Bank in India	Bank Document – Copy of Passbook
ERP Experience		

13.	Work experience of at least 5 Years in ERP implementation as on 31.03. 2015	Copy of Work Order dated prior to 31.03.2010 and the latest Work Order from the Client
14.	Work experience in ERP implementation for at least 250 Users in one organisation as on 31.03. 2015	Copy of Work Order, Contract, Scope of Work and Satisfactory Completion Certificate from the Client
15.	Work experience in ERP implementation in at least one Government of India organisation, State Government, PSUs or any organisation with more than 1000 employees as on 31.03. 2015	Copy of Work Order, Contract, Scope of Work and Satisfactory Completion Certificate from the Client
16.	Work experience in ERP implementation <b>with at least Finance, HR and Materials Management Modules of SAP or Oracle Apps</b> in at least 3 (three) organisations <b>and POMS (as mentioned in item 17 below) .</b>	Copy of Work Order, Contract, Scope of Work and Satisfactory Completion Certificate from the Client for major 3 (three) projects in terms of value as per format in Appendix I.
17.	Work experience in POMS (as described in Chapter 2 i.e., specifically related to Cargo handling in ports and vessel movement in ports) implementation in any port in India or abroad.	Copy of Work Order, Contract, Scope of Work and Satisfactory Completion Certificate from the Client for 1 (one) project in terms of value as per format in Appendix I.
18.	<p>Completed Works</p> <p>i. Should have Completed Works – Go Live System on ERP implementation of similar work, as defined in para 3.2.4 below, in any organisation with</p> <p>One contract of similar work, as defined in para 3.2.4 below, worth Rs 28.00 Crores (Twenty eight Crores) or more with POMS like system</p> <p>OR</p> <p>i. Should have Completed Works – Go Live System on ERP implementation of similar work, as defined in para 3.2.4 below, in any organisation with</p> <p>Two contracts of similar work, as defined in para 3.2.4 below each WORTH Rs 17.50 Crores (Rupees Seventeen Crores &amp; Fifty Lakhs) or more of which there should be at least one contract out of the two</p>	Copy of Work Order(s) and Satisfactory Completion Certificate(s) from the Client

	mentioned above that includes POMS  OR  iii. Should have Completed Works – Go Live System on ERP implementation of similar work, as defined in para 3.2.4 below, in any organisation with three contracts of said similar work each i.e. Rs. 14.00 Crores (Rupees Fourteen Crore) or more of which there should be at least one contract out of the three mentioned above that includes POMS.	
19.	The Firm should have SAP or Oracle certification from ERP OEM for implementing ERP modules	Copy of Certification from Oracle or SAP ERP OEM
20.	Software Integrator should provide adequate ERP licenses with back-to-back agreement with OEM including Updates/Upgrades/Patches and technical support.	Declaration as per Annexure 7
21.	For the Bespoke ERP product that the bidder proposes to implement for KoPT, the ERP product OEM shall meet the following criteria:  Company registered in India, with a registered office and operations in India.	Certificate of Incorporation and Certificate of Commencement of Business issued by the competent authority in India.
22.	The Firm must be authorized by the OEM to bid, negotiate and implement the components on behalf of the OEM.	Authorization Letter from the OEM as per APPENDIX IX. The Authorization should prevail for the entire period of contract.
Quality Assurance		
23.	<b>ISO 9001:2008</b> Quality Management System	Copy of valid certificate as on 31.03.2015
24.	<b>CMMI Level 5</b> Capability Maturity Model Integration Process Improvement System.	Copy of valid certificate as on 31.03.2015
25.	<b>ISO 27001: 2005</b> Information Security Management System	Copy of valid certificate as on 31.03.2015

### 3.2 Consortium

In case the bidder is a consortium of two or more parties, the criteria for Consortium, Lead Member and other partners are as indicated in sections 3.2.1, 3.2.2 and 3.2.3 respectively. All correspondences till formation of SPV will be made with the Lead Member. The profile of each member should be provided as per Appendix VII.

Under the consortium, the lead member shall not demit its shareholding during the contract period.

The information as per table below should be annexed with the profile.

#### 3.2.1 Consortium Criteria

Sl. No.	Qualifying Criteria	Supporting Documents
Company Profile		
1.	Type of Business – All partners of the consortium should be in business of System integrations or Information Technology Services	Company formation document - Copy of Memorandum of Association and Article of Association or equivalent documents for <b>each</b> firm
2.	Bidders (any member of consortium) blacklisted for corrupt, fraudulent or any other unethical business practices (as on the date of submission) by Ministries, Departments of Govt. of India or PSU/Autonomous Bodies including KoPT will be ineligible to participate. KoPT reserves its right to subject the bidders to obligatory clearances as deemed necessary.	Declaration by all members should be made in Covering Letter as per Appendix II
3.	Any one firm of the Consortium should have at least 7 years in SI or IT business from the year of its incorporation.	Company formation document - Copy of Memorandum of Association and Article of Association or equivalent documents
4.	Criteria related to Incorporation of the Firm, Legal entity	Company formation document - Copy of Memorandum of Association and Article of



	<p><b>Any one Member of</b> Consortium should be a company registered in India, with a registered office and operations in India.</p> <p>The bidder can be a single legal entity and or a consortium of firms; In case of a consortium, the Lead Bidder should lead as a Prime Bidder. For all financial evaluations, penalties, SLA requirements and other bid evaluation parameters, the Prime Bidder will be held responsible.</p>	Association or equivalent documents
5.	Office Address for Communication - Any one member who has registered business in India should have valid postal address in India	Valid address proof – Bank Account indicating Address of the member having registered business in India.
6.	Valid PAN as per Government of India regulations  * Requirement of PAN may be relaxed in case of a foreign bidder.	Copy of PAN as applicable
7.	Valid TAN as per Government of India regulations  * Requirement of TAN may be relaxed in case of a foreign bidder.	Copy of TAN as applicable
8.	SI's Local Office, in & around Kolkata, should already exist or should be opened before signing of the agreement between the SI and KoPT.	Valid address proof or written assurance–by the Lead Partner / SI to open office. Bidder has to sign all pages of the tender document to indicate such acceptance.
9.	Any one member should have at least one development centre in India.	Documentary Proof with address and contact details.
Financial status		
10.	Audited Annual Accounts– The firms (members of consortium) should have Audited Annual Accounts for at least last three years ending 31.03.2014	Copy of Audited Annual Accounts for last three years ending 31.03.2014 OR  Certificate from a Chartered Accountant stating Annual Turnover for the last three

		consecutive financial years for each firm of the consortium
11.	Average Annual Turnover for last three years (from 2011-12 to 2013-14) of Rs 10.5 Crores or more of the consortium. The aforesaid turnover should be met by the members of the consortium individually or jointly.	Copy of Audited Annual Accounts for last three years ending 31.03.2014 OR Certificate from a Chartered Accountant stating Annual Turnover for the last three consecutive financial years
12.	Nationalised Bank or scheduled Bank Account – Any one firm should have account in any Nationalised Bank or scheduled Bank in India	Bank Document – Copy of Passbook for each firm of the consortium
ERP Experience		
13.	Any one firm of the Consortium should have Work experience in ERP implementation in at least one organisation with more than 1000 employees as on 31.03.2015	Copy of Work Order, Contract, Scope of Work and Satisfactory Completion Certificate from the Client
14.	Any one firm of the Consortium should have work experience in ERP implementation <b>with at least Finance, HR and Materials Management Modules of SAP or Oracle</b> in at least 3 (three) organisations <b>and POMS like application ( at least in any one port )</b>	Copy of Work Order, Contract, Scope of Work and Satisfactory Completion Certificate from the Client for major 3 (three) projects in terms of value as per format in Appendix I.
15.	Any one firm of the Consortium should have work experience in ERP implementation for at least 250 Users in at least one organisation as on 31.03.2015	Copies of Work Order, Contract, Scope of work and Satisfactory Work Completion Certificate from the Client.
16.	<b>Completed Works</b> The Consortium should individually or jointly have work experience with  i. Should have Completed Works – Go Live System on ERP implementation of similar work, as defined in para 3.2.4 below, in any organisation with	Copy of Work Order(s) and Satisfactory Completion Certificate(s) from the Client

	<p>One contract of similar work, as defined in para 3.2.4 below, WORTH Rs 28.00 Crores (Rupees Twenty Eight Crores) or more with POMS like system</p> <p>OR</p> <p>ii. Should have Completed Works – Go Live System on ERP implementation of similar work, as defined in para 3.2.4 below, in any organisation with</p> <p>Two contracts of similar work each WORTH Rs 17.50 Crores (Rupees Seventeen Crore &amp; Fifty Lakhs ) or more of which there should be at least one contract out of the two mentioned above that includes POMS like system</p> <p>OR</p> <p>Should have Completed Works – Go Live System on ERP implementation of similar work in any organisation with three contracts of similar work, as defined in para 3.2.4 below, each WORTH Rs. 14.00 Crores (Rupees Fourteen Crores) or more of which there should be at least one contract out of the three mentioned above that includes POMS like system</p>	
17.	Any one firm of the Consortium should have SAP or Oracle certification for implementing ERP modules from ERP OEM	Copy of Certification from Oracle or SAP (ERP OEM)
18.	The Firm against Sl. No. 16 above must be authorized by the OEM to bid, negotiate and implement the components on its behalf	Authorization Letter from the OEM as per Appendix IX. Valid Authorization should prevail for the entire period of contract.
19.	Any one firm of the Consortium should provide ERP licenses with back-to-back agreement with OEM for Updates/ Upgrades and technical support	Declaration as per Annexure 7

20.	For the Bespoke ERP product that the Consortium proposes to implement for KOPT, the ERP product OEM shall meet the following criteria:  Company registered in India with a registered office and operations in India.	Certificate of Incorporation and Certificate of Commencement of Business issued by the competent authority India.
Quality Assurance		
21.	All partners of the consortium should have <b>ISO 9001:2008</b> Quality Management System	Copy of valid certificate as on date of submission of offer

### 3.2.2 Lead Partner Criteria

Sl. No.	Qualifying Criteria	Supporting Documents
1.	Criteria related to Incorporation of the Firm, Legal entity	Company formation document - Copy of Memorandum of Association and Article of Association or equivalent documents
2.	Office Address for Communication - The company should have postal address for communication	Valid address proof
ERP Experience		
1.	Work experience of at least 5 Years in ERP implementation as on 31.03.2015	Copy of Work Order dated prior to 31.03.2010 from the Client
2.	Work experience in ERP implementation in at least 2 (two) organisations	Copy of Work Order, Contract, Scope of Work and Satisfactory Completion Certificate from the Client for any 2 (two) ERP projects as per Appendix I
Quality Assurance		
3.	<b>CMMI Level 5</b> of Capability Maturity Model Integration Process Improvement System.	Copy of valid certificate as on 31.03.2015

4.	<b>ISO 27001: 2013</b> Information Security Management System	Copy of valid certificate as on 31.03.2015
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### 3.2.3 Other than Lead Partner

Sl. No.	Qualifying Criteria	Supporting Documents
Company Profile		
1.	Criteria related to Incorporation of the Firm, Legal entity	Company formation document - Copy of Memorandum of Association and Article of Association or equivalent documents
2.	Office Address for Communication – The company should have postal address for communication	Valid address proof
ERP Experience		
1.	Work experience of at least 3 Years in ERP or Bespoke ERP implementation as on 31.03.2015.	Copy of Work Order and Satisfactory Completion Certificate from the Client
2.	Work experience in ERP or Bespoke ERP implementation for at least 100 Users or at enterprise level (irrespective of number of users) in at least one organisation as on 31.03.2015	Copy of Work Order , Contract, Scope Of work and Satisfactory Completion Certificate from the Client
Quality Assurance		
3.	<b>At least CMMI Level 3</b> of Capability Maturity Model Integration Process Improvement System.	Copy of valid certificate as on 31.03.2015

### 3.2.4 Similar Works

“Similar Works” means and includes successfully completed and implemented ERP applications with at least the modules of Finance, HR and Materials Management of the standard ERP package

of SAP or Oracle Apps in any organisation with at least one contract in the these functional areas including POMS, which primarily covers cargo / container handling operations and vessel movement in ports.

### **3.3 Conduct Eligibility**

The Single Entity i.e. the tenderer participating in the tender and/or all the members of the Consortium (which includes their subsidiary, group of companies) participating in the tender must not have been debarred by Central or State Government or any Entity controlled by them or any other legal authority, IN LAST 3 YEARS as on the date of opening of PRE-QUALIFICATION bid for participating in any tender/contract/agreement of whatever kind nor any proceedings have been initiated for such unsatisfactory performance of tenderers in any contract under those organizations or entities.

Also Entities and/or Consortium members i.e. the tenderers (which includes their subsidiary, group of companies) with unsatisfactory track record of the tenderers leading to premature closure/ termination/abandoning of contract/agreement will not be eligible for participating in the tender.

An undertaking in this regard shall be given by the Tenderer in the Covering Letter as per Appendix II. The Tenderer shall also submit an affidavit affirmed before a 1st Class Judicial Magistrate Where the 1st class judicial magistrate is not available then such equivalent as per the state laws will be applicable, to this effect as per Appendix III.

Non submission of affidavit shall make the bid liable for rejection. Submission of false affidavit, if found at any stage, shall render the Tenderer disqualified and their EMD / Performance Bank Guarantee shall be liable to be forfeited.

### **3.4 Conflict of Interest**

The Tenderer shall not have a conflict of interest that affects the Tendering Process. Any Tenderer found to have a **Conflict of Interest** shall be disqualified. A Tenderer shall be deemed to have a **Conflict of Interest** affecting the Tendering Process, if :

(i) The Tenderer, its Member or Associate (or any constituent thereof) and any other Tenderer, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Tenderer, its Member or an Associate thereof (or any shareholder thereof having a shareholding of more than 5 per cent of the paid up and subscribed share capital of such Tenderer, its Member or Associate, as the case may be) in the other Tenderer, its Member or Associate is less than 5 per cent of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 2(72) of the Companies Act 2013, or any of its subsequent amendment. For the purposes of this Clause, indirect shareholding held through one or more intermediate persons shall be computed as follows:

(a) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person ; and

(b) subject always to sub-clause (a) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis ; provided, however, that no such shareholding shall be reckoned under this sub-clause (b) if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary ; **OR**

(ii) A constituent of such Tenderer is also a constituent of another Tenderer ; **OR**

(iii) such Tenderer, or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Tenderer, or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Tenderer, its Member or any Associate thereof ; **OR**

(iv) such Tenderer has the same legal representative for purposes of this Tender as any other Tenderer ; **OR**

- (v) such Tenderer, or any Associate thereof has a relationship with another Tenderer, or any Associate thereof, directly or through common third party/parties, that puts either or both of them in a position to have access to each others' information about, or to influence the Tender of either or each other.
- (vi) A Tenderer shall be liable for disqualification if any legal, financial or technical adviser of KoPT in relation to the Tender is engaged by the Tenderer, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Tender. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Tenderer, its Member or Associate in the past but its assignment expired or was terminated 6 (six) months prior to the date of issue of this Tender. Nor will this disqualification apply where such adviser is engaged after a period of 3 (three) years from the date of commercial operation of the contract.

**Explanation:** In case a Tenderer is a Consortium, then the term Tenderer, as used above, shall include each Member of such Consortium.

**Note:** Notwithstanding anything to the contrary contained in this tender document, in the event of any member of any Consortium suffering from a Conflict of Interest, the offer of such consortium shall be treated as disqualified. However, in the event of similar situation arising / detected after placement of Lol, the same shall have to be addressed and resolved by the Consortium, failing which the contract, if entered into, shall be terminated.

In this regard, it must be borne in mind that suppression of such Conflict of Interest, if detected later, shall not absolve the Consortium of its responsibility and appropriate action shall be initiated in terms of the provision of the tender. This may lead to forfeiture of EMD and/or Performance Guarantee Deposit.

### **3.5 Special Purpose Vehicle ( SPV )**

Where the 'Successful Tenderer' is a 'Consortium', it shall be required to form an appropriate 'Special Purpose Vehicle' ( SPV ), incorporated under the Indian Companies Act, 2013, to execute



the Contract Agreement and execute the contract. It shall, in addition to forming the SPV, comply with the following additional requirements:

- (a) Members of the Consortium shall nominate one member as the '**Lead Member**' who shall have an equity share holding of at least 26% of the paid up and subscribed equity of the SPV. The nomination(s) shall be supported by a Power of Attorney, as per the format at Appendix -V , signed by all the other members of the Consortium;
- (b) The Tender shall contain the information required for each member of the Consortium as per Appendix - VII.
- (c) The Tender shall include a brief description of the roles and responsibilities of individual members, particularly with reference to technical and financial obligations;
- (d) An individual (single entity) Tenderer participating in the instant tender shall not be a member of any other Consortium participating in the instant tender ; Further, a member of a particular Consortium shall neither submit any tender individually nor shall be a member of any other Consortium participating in the instant tender ;
- (e) Members of the Consortium shall enter into a binding Joint Bidding Agreement (JBA), substantially in the form specified at Appendix - VI, for the purpose of submitting Tender. The JBA, to be submitted along with the Tender, shall, inter alia:
  - (i) Convey the intent to form an SPV with shareholding/ ownership equity commitment(s) in accordance with this tender, which would enter into the Contract Agreement and subsequently perform all the obligations of KoPT in terms of the said agreement, in case the Contract is awarded to the Consortium;
  - (ii) Clearly outline the proposed roles and responsibilities, if any, of each member;
  - (iii) Commit the minimum equity stake to be held by each member;
  - (iv) Commit that each of the members, whose experience will be evaluated for the purposes of this Tender, shall subscribe to 26% (twenty six per cent) or more of the paid up and subscribed equity of the SPV and shall further commit that each such member shall, for a period of 2 (two) years from the date of commencement of ERP implementation under the contract, hold equity share capital not less than 26% (twenty six per cent) of the subscribed and paid up equity share capital of the SPV ;

- (v) Members of the Consortium undertake that they shall collectively hold at least 51% (fifty one per cent) of the subscribed and paid up equity of the SPV at all times until the completion of two years from the date of commencement of the contract and
  
- (vi) Include a statement to the effect that all members of the Consortium shall be liable jointly and severally for all obligations of KoPT in relation to the contract throughout the contract period.

In computing the Technical Capacity and Financial Capacity of the Tenderer/Consortium Members under Clause 3.2, the Technical Capacity and Financial Capacity of their respective Associates would also be eligible hereunder.

For purposes of this Tender, 'Associate' means, in relation to the Tenderer/Consortium Member, a person who controls, is controlled by, or is under the common control with such Tenderer/Consortium Member. As used in this definition, the expression 'control' means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law.

- (f) Except as provided under the Tender Document, including its Addendum, if any, there shall not be any amendment to the said JBA without the prior written consent of KoPT.
  
- (g) The SPV must be formed within 45 days ( Forty five days ) from the date of issuance of LOI.

### **3.6 Change in composition of the Consortium**

3.6.1 Change in the composition of a Consortium shall not be permitted by KoPT either during the 'Techno-commercial Evaluation Stage' [i.e., from the 'date of issuance of Tender.' up to the 'date of notification of the techno-commercially valid tenders'] or during the 'Price-Evaluation Stage' [i.e., from the 'date of notification of the techno-commercially valid tenders' up to the 'date of placement of Letter of Intent (LOI)] The same may be permitted only after placement of LOI where:

- (a) The request for change should be made to KoPT at least 20 (twenty days) before the last date of formation of SPV and the reason for such change with proof, if applicable, shall be submitted along with the application :

**(b)** The Lead Member continues to be the Lead Member of the Consortium ;

**(c) (i)** In case of substitution, the substitute is at least equal, in terms of Technical & Financial Capacity, to the Consortium Member who is sought to be substituted. In this regard, documents shall have to be furnished to establish that the proposed member is in possession of experience and having financial health at least equal to that of the substituted member during the period as stipulated in the pre-qualification criteria of the tender.

**(ii)** In case of removal of any member without substitution, the remaining member(s) shall fulfil the pre-qualification criteria of the tender.

**(iii)** In case of induction of any additional member(s), documents shall have to be furnished to establish experience and financial health of the proposed additional member.

**(d)** The new Member(s) expressly adopt(s) the Tender already made on behalf of the Consortium as if it/they were a party to it originally, and is/are neither a Tenderer / Member / Associate of any other Consortium participating in this tender nor a single entity having participated in this tender.

3.6.2 Approval for change in the composition of a Consortium shall be at the sole discretion of KoPT and must be approved by KoPT in writing.

3.6.3 The modified/reconstituted Consortium shall submit a revised JBA accordingly after acceptance of such change by KoPT.

## Chapter 4

### Tender Evaluation

#### 4.1 Steps of Evaluation

- Check for Submission of Tender Cost and EMD separately by Demand Draft, if not submitted the bid will not be considered for further evaluation
- Shortlisting of bidders as per prequalification criteria mentioned in Chapter 3
- Evaluation of Technical Bid for shortlisted bidders.

#### 4.2 Technical Bid Evaluation

Shortlisted bidders who have:

- i. accepted all terms and conditions laid down in the tender document and subsequent corrigendum / addendum / minutes of pre-bid meeting. The authorized signatory of the bidder should sign all pages of tender document, and subsequent corrigendum , addendum, minutes of pre-bid meeting as an acceptance of all terms and conditions laid down in the tender document and subsequent corrigendum / addendum / minutes of pre-bid meeting .
- ii. submitted all documents as prescribed in the tender document and subsequent corrigendum / addendum / minutes of pre-bid meeting
- iii. Clarified all queries raised, if any, by KoPT prior to opening of price bid
- iv. Met all requirements in the tender document and subsequent corrigendum /addendum / minutes of pre-bid meeting, will be qualified as technically successful bidders

#### 4.3 Price Bid Evaluation

Price bids of technically disqualified bidders will be returned unopened to the bidders.

Price bids of techno-commercially shortlisted bidders will be opened on an announced date and time. The technically qualified bidders will be informed directly and/or through notification in the website.

The Lowest Bid will be evaluated on the basis of total cost offered as per Annexure-VIII.

However, KoPT does not bind itself in any way to select the bidder(s) offering the lowest price.

**Capital Expenditure / Capital Cost** is defined as the amount charged by the SI till the date of Go-Live.

## Chapter 5.0

### Submission of Offer

#### 5.1 Procurement of Bids

The complete set of bid documents can be obtained from 10.00 Hrs. to 17.00 Hrs. on any working day between 29.04.2015 to 28.05.2015 from the office of

The Joint Director (P&R),  
Planning & Research Division,  
Kolkata Port Trust,  
15, Strand Road, Kolkata – 700 001,  
West Bengal, INDIA;  
Fax no. : 91-33-2230-3058,  
Email : [dpr@kopt.in](mailto:dpr@kopt.in)

On submission of a written application giving the complete postal address of the Tenderer and upon payment of a non-refundable Tender Fee paid on or before the schedule closure of sale of Bid documents. **The payment is to be made in the office of the FA&CAO, Kolkata Port Trust, 15, Strand Road, Kolkata-700001.**

#### 5.2 Tender Document

The Tender document can be downloaded from the website of Kolkata Port Trust at [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in). The Tenderers shall submit the requisite fee of Rs. 50,000/- in cash to the Treasurer of KoPT or in the form of Demand Draft/Pay Order/Banker's Cheque . In case of cash payment, the tenderer should obtain the TR ( Treasury Receipt ) from the Treasurer , KoPT and submit the same along with EMD.

### **5.3 Tender Fee**

₹ 50,000.00/- (Rupees Fifty Thousand Only) (Non-refundable)

In the form of Demand Draft/Pay Order/Banker's Cheque from any Nationalized / Scheduled Commercial Bank of India drawn in favour of "Kolkata Port Trust", payable at Kolkata.

### **5.4 EMD (Earnest Money Deposit)**

#### **5.4.1 EMD (Earnest Money Deposit) Details**

- (a) The Tenderer shall submit Earnest Money for an amount of ₹ 35 Lakhs (Rupees Thirty five lakhs only) and Tender Fee amounting ₹ 50,000.00 (Rupees Fifty Thousand only). Rs 10 Lakhs of the Earnest money and the tender fee to be paid through Demand Draft/Pay Order/Banker's Cheque, drawn in favour of 'Kolkata Port Trust' payable at Kolkata . Rest amount of the earnest money to be paid as 'Bank Guarantee'.
- (b) Tenders submitted without Tender Fee and Earnest Money shall be rejected outright without any reference to the Tenderer whatsoever.
- (c) The amount of Earnest Money will be refunded to the unsuccessful Tenderers without interest after the selection of Successful Tenderer. In the case of Successful Tenderer, this amount may be adjusted against the Performance Guarantee or refunded without interest after submission and acceptance of the Performance Guarantee (i.e., security deposit).

#### **5.4.2 Forfeiture of Earnest Money**

The EMD shall be forfeited:

- a. If the Tenderer withdraws / modify its bid between the deadline for submission of bid and the expiry of the period of bid validity specified in the Tender Document.
- b. In the case of a Successful Tenderer, if the Tenderer fails within the specified time limit to furnish the acknowledgement of Letter of Acceptance.
- c. In the case of a Successful Tenderer, if the Tenderer fails to furnish the required Performance Bank Guarantee-in accordance with Clause 6.4.
- d. If the Tenderer gives any wrong / false information /documents in the bid.
- e. The Earnest Money will also be forfeited if the tenderer adopts any corrupt or fraudulent practices .

- f. The Earnest Money will also be forfeited if the Successful bidder/s fails to form the required SPV within the stipulated time period.
- g. The Earnest Money will also be forfeited if the Successful bidder/s fails to sign the agreement or any other violation of Tender clauses.

### 5.5 Submission of Bid

The offers should be submitted, in triplicate, in sealed envelope clearly superscribing “Tender for ***Implementation of ERP at KoPT***”, against **NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015** due date-time indicated above at the office of the Joint Director (P&R) at Head office of Kolkata Port Trust, 15, Strand Road, Kolkata – 700 001, West Bengal, India .

For any correspondence, the same may be addressed to

The Joint Director (P&R),

Kolkata Port Trust,

15, Strand Road, Kolkata – 700 001,

West Bengal, INDIA

Fax no.: 91-33-2230-3058;

Email [dpr@kopt.in](mailto:dpr@kopt.in).

The sealed envelope should contain three separate sealed envelopes superscribed as

Cover- I (Part – A: EMD and Tender Fee),

Cover – II (Part – B: Techno-Commercial Bid ) and

other as Cover – III (Price Bid), respectively.

All Covers containing the tenders shall be properly sealed. Covers only stapled shall not be accepted.

All the inner covers should also bear the name and address of the Tenderer, tender number and date and the date and time of opening the bid as stated in the Tender document.

In case of a Consortium, the tender shall be submitted in the name of the Lead Member of the Consortium

The Tenderer shall prepare an original and two (2) copies of the bid, clearly marking each “ORIGINAL BID”, “DUPLICATE BID” and “Triplicate Bid”. The copy of the bid must be the exact copy

of the original bid, comprising all documents and enclosures as contained in original bid. In the event of any discrepancy between them, the original shall govern.

The original and copy of the bid shall be typed and shall be signed with seal, by the Tenderer or a person duly authorised to bind the Tenderer to the Contract. All pages are required to be signed. Wherever there is amendment, signatures against amendment may have to be provided. Hand written bids shall not be accepted.

Person duly authorized needs to be confirmed through a separate document of authorization i.e. POWER OF ATTORNEY as per Appendix-IV and Appendix -V (in case of Consortium only).

## **5.6 Rejection of Offer**

Offers erased and over-written will be summarily rejected unless corrections are made by crossing out the part in error and the rewritten/corrected part is authenticated with the Tenderer's signature. Any interlineations, erasures or overwriting shall not be accepted.

However, using of correction ink or white correction ink **in Price Bid** will not be allowed under any circumstances.

### **Conditional Price Bids will not be considered for evaluation.**

**SUBMISSION OF FORGED/TAMPERED DOCUMENTS:** If at any point of time during Tendering process or subsequently, it is detected that the documents submitted by the Tenderer, are forged/tampered in any way, the total responsibility shall lie with the Tenderer and KoPT reserves the full right to take action as may be deemed fit including rejection of the offer and / or banning the Tenderer in future tenders of KoPT.

The offers received by KoPT, which deviate from the conditions of the tender, as specified below, will not be considered:

- a) Non-compliance of Eligibility Criteria
- b) Incomplete offers,
- c) Receipt of offers after the due date and time and/or by Fax/E-mail.
- d) Single part bid being submitted as against the requirement of three part bid.
- e) Variable price being quoted against requirement of firm price,
- f) Offers not accompanied with the requisite EMD and Tender Fee in line with the tender conditions.
- g) Offers not confirming to submit Performance Guarantee in line with the requirement of this tender document.
- h) Offers for a quantity of less than Tendered Quantity of the equipments.
- i) Offers deviating from the tender technical specification.



j) Any wilful attempt by the Tenderers to camouflage any deviation by giving them in the covering letter or in any other documents than the above-prescribed checklist will render the bid as non-responsive.

### **5.7 Date and Time of Bid Submission**

The tenders shall be received within date-time indicated above.

### **5.8 OPENING OF BID :- COVER -I & COVER- II**

Cover- I & Cover-II of the Bid will be opened on the same date ( i.e. the date of submission of the bid ) at 15.00Hrs (IST) at the above mentioned office in the presence of Tenderers' representatives who choose to attend.

Cover-I of the Bid will be opened first followed by opening of Cover-II.

## 5.9 EXTENSION OF DATE AND TIME OF SUBMISSION

In the event of the scheduled due date of submission and opening of bids being declared as a closed holiday for KoPT's office or a "Bandh" (unscheduled closure of place of business), the due date for submission of bids and opening of bids will be the following working day at the appointed time and place.

## 5.10 ADDRESS FOR CORRESPONDENCE

The Bids are to be submitted and all correspondences are to be addressed to KoPT as per the address given at Clause-5.5 above.

## 5.11 COST OF BIDDING

The Tenderer shall bear all costs associated with the preparation and submission of bid, and Kolkata Port Trust, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## 5.12 CONTENT OF BID DOCUMENTS

The Bid Documents submitted by the Tenderer should include:

### **PART-A (EMD and Tender Fee): – Cover- I**

- a) The Tenderer shall submit **Earnest Money** for an amount of ₹ Rs 70 lakhs (Rupees Seventy lakhs only) and **Tender Fee** amounting ₹ 50,000.00 (Rupees Fifty Thousand only) through Demand Draft/Pay Order Banker's Cheque, drawn in favour of 'Kolkata Port Trust' *payable at Kolkata* .
- (b) Tenders submitted without Tender Fee and Earnest Money shall be rejected outright without any reference to the Tenderer whatsoever.
- (c) The amount of Earnest Money will be refunded to the unsuccessful Tenderers without interest after the selection of Successful Tenderer. In the case of Successful Tenderer, this amount may be adjusted against the Performance Guarantee or refunded without interest after submission and acceptance of the Performance Guarantee (i.e. security deposit).

**PART-B (Techno-commercial Bid):– Cover-II**

- i. Tender Document along with Addendum and Corrigendum and minutes of pre-bid meeting, if any, with signature of authorised signatory and seal of the Tenderer in all pages as an acceptance of all terms and conditions laid down in the tender.
- ii. Documents in support of Eligibility Criteria,
- iii. Technical Specifications of PRODUCTS AND PACKAGES
- iv. Duly filled up Annexures/Appendices to Tender Documents

**PART – C (Price Bid):– Cover-III**

**DOCUMENTS COMPRISING THE PRICE BID –**

The “Price Bid” prepared by the Tenderer shall consist of details of prices only. The Prices should be quoted exactly as per format(s) given at Appendix-VIII.

**5.13 Examination of Tender Documents**

The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the Tender Documents or submission of a bid not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in the rejection of its bid without any further reference to the Tenderer.

**5.14 Inspection of site**

The Tenderer shall be deemed to have inspected the site and dock area including the available facilities and conditions prevailing thereon and have decided the appropriate technical & other parameters of the business solution to be supplied by them. **The Tenderer may like to see the exiting system proposed to be replaced and proposed to be integrated with the proposed business solution and other aspects to get full knowledge of the scope of work.** No cost incurred by the Tenderers in preparing their tender or attending inspection of the site will be reimbursed by KoPT.

**Site**

The site includes offices at HDC and KDS. The contact person in these dock system would be:

**HDC :**

Shri Abhijit Das, Sr. Dy. Manager (Admn. ), Haldia Dock Complex,, Jawahar Tower, Haldia.

**KDS :**

Shri Naba Dey Roy, Sr. Deputy Director (EDP), Subhas Bhawan, 40 CGR Road, Kolkata 700043

## 5.15 Clarification of Bid Document and Pre-Bid Conference

### PRE-BID CONFERENCE:

- (a) Pre-bid conference will be held at Conference Room at the 2<sup>nd</sup> floor of Head Office, Kolkata Port Trust at 15, Strand Road, Kolkata – 700001 on date-time indicated above.
- (b) The intending Tenderers are advised to formulate their queries relating to any part of the Tender Document as well as other clarifications/details required by them from KoPT and forward the same in writing **or through e-mail as per format given in APPENDIX-X not later than 7(seven) days before the date of Pre-Bid conference to The Joint Director (P&R), Kolkata Port Trust, 15, Strand Road, Kolkata – 700 001**, West Bengal, INDIA; Email [dpr@kopt.in](mailto:dpr@kopt.in), Fax no. : 91-33-2230-3058, so that the same may be discussed/clarified in the pre-bid conference.
- (c) During the pre-bid conference, the queries received in advance would be clarified first, followed by those raised during the conference.
- (d) Pursuant to the pre-bid conference, KoPT may prepare an 'Addendum', incorporating necessary amendments and/or modifications to the terms and conditions of the original tender, if and to the extent deemed necessary and shall hoist the same in KoPT's web-site with due notification in the press in the form of 'Addendum', if required to be issued. This 'Addendum', if any, shall essentially be a part of the Tender Document for all purposes and shall remain binding on all the Tenderers. It shall be accepted & submitted by all the Tenderers alongwith their Techno-Commercial Bids.
- (e) The Tenderers are advised to attend the Pre-bid conference. However, non-attendance at the Pre-bid conference shall not be a cause for disqualification of a Tenderer. Nevertheless, it is desirable for all the tenderers to attend the Pre-bid conference.
- (f) The Tenderer's authorised representative is invited to attend the pre-bid meeting. Number of persons permitted to attend the Pre –Bid meeting shall be limited to a maximum of 2 (Two) persons per Tenderer. The purpose of the meeting will be to clarify issues and to answer questions or any matter that may be raised at this stage. The deliberations of the pre-bid meeting will be treated as an integral part of the bid document. Non-attendance at the pre-bid meeting will not be a cause of disqualification.

## 5.16 LANGUAGE OF BID

The offer and complete correspondence must be effected only in English language. The Bid prepared by the Tenderer and all correspondence and documents relating to the bid exchanged by the Tenderer and the Engineer of Contract, shall be written only in the English language. Any

printed literature furnished by the Tenderer may be written only in the English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as it is accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the bid, the English translation shall govern.

The prices quoted by the Tenderer shall be both in figures and words and shall be free from corrections or erasures. In case of any discrepancy between the price quoted in figures and words, the price quoted in words shall prevail. In case of any discrepancy in the Price quoted and the break-up indicated, the break up shall prevail and the total of the break up shall be considered for deciding on the lowest Tenderer.

Using of correction ink or white correction ink **in Price Bid** will not be allowed under any circumstances.

#### **5.17 The Substitution of tender/offer**

This is allowed as per clause 5.23

#### **5.18 VALIDITY OF OFFER**

Each Tenderer shall keep his offer firm and valid for acceptance by KoPT for a period of **180 (One Hundred Eighty)** days from the actual date of tender opening.

#### **5.19 Extension of validity of offer**

In exceptional circumstances prior to expiry of the original time limit and before opening of Tender, KoPT may request that the Tenderers may extend the validity for a specified additional period. The request and the Tenderer's response shall be made in writing. *A Tenderer may refuse the request without being liable for forfeiture of EMD.* A Tenderer agreeing to the request will not be required or permitted to modify his bid but will be required to extend the validity period of any bank guarantee furnished for the period of extensions.

*Tenderers refusing the request will not be considered for evaluation of their bids.*

#### **5.20 DEADLINE FOR SUBMISSION OF BIDS**

- i) Bids must be received by the Engineer of the Contract at the address by the time and date specified in clause **5.5**.
- ii) KoPT may, at its discretion, extend this deadline for the submission of bids in which case all rights and obligations of the KoPT and Tenderer previously subject to the deadline will thereafter be subject to the deadline as extended.

### **5.21 LATE BIDS**

Any bid received by the KoPT after the deadline for submission of bids prescribed by the Engineer of the Contract, pursuant to clause- **5.20**, will be rejected and returned unopened to the Tenderer.

### **5.22 AMENDMENT TO TENDER TERMS AND CONDITIONS**

#### **Amendment of Tender Document:**

- (i) At any time prior to the due date for submission of tender, KoPT may, for any reason, whether at its own initiative or in response to queries/clarifications raised by the Tenderer(s) during pre-bid conference or otherwise, modify the Tender Document by the issuance of 'Addendum' in the official website of [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) with due notification in the press.
  
- (ii) In order to afford prospective Tenderer(s) a reasonable time in which to take an 'Addendum' into account, or for any other reason, KoPT may, at its discretion, extend the 'Due Date of Submission' through appropriate notification in the official website of [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) as well as in the press.

### **5.23 MODIFICATION/SUBSTITUTION AND WITHDRAWAL OF BIDS**

The Tenderer may substitute/modify its offer after submission, provided that such substituted/modified offer accompanied by a written notice thereto is received by KoPT before the 'Due Date and Time of submission of offer' as indicated above or any extension thereof .

It may be noted that during opening of the substituted offer, the original offer may be opened to verify whether it contains Tender Fee and EMD, and the Cover-II and Cover-III of the original offer will be handed back to the tenderer.

Each Tenderer's MODIFICATION/SUBSTITUTION notice shall be prepared, sealed, marked and delivered in accordance with the provisions of the Clause-**5.5** of the Tender with the outer and inner envelopes additionally marked "MODIFICATION/SUBSTITUTION " .

No bid can be withdrawn once submitted. Withdrawal of a bid during this interval may result in the forfeiture of Tenderer's Earnest Money.

#### **5.24 KoPT's Right to Accept or Reject Bids**

**A.** Notwithstanding anything specified in these Tender Documents, KoPT, in his sole discretion, unconditionally and without having to assign any reason, reserves to himself, the rights

a) To accept or reject the lowest tender or any other tender or all the tenders.

b) To accept any tender in full or in part.

c) To reject the offers not conforming to the tender terms.

d) To annul the tendering process and reject all offers at any time without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reason thereof.

**B.** KoPT also reserves the right to reject any tender if:

(a) At any time, a material misrepresentation is made or uncovered,

(b) The Tenderer does not provide, within the time specified by KoPT, the supplemental information sought by KoPT for evaluation of the Tenderer.

(c) KoPT reserves the right to reject/disqualify an offer, in case KoPT is satisfied that any bribe, commission, gift or advantage has been promised, offered or given by the Tenderer itself or on behalf of the Tenderer to any officer, employees or representative of the Trustees or to any person on his or their behalf to secure the tender or to influence the process of examination, evaluation etc. of the tender.

(d) KoPT also reserves the right to reject/disqualify an offer if it is satisfied that the Tenderer or his representative has made false and misleading statement and/or have tried to influence KoPT in the process of examination, evaluation etc. of the tender.

**N.B. In case the tenderer is a consortium , whose tender gets disqualified/rejected, then the entire consortium may be disqualified/rejected**

**C. Disqualification of Lowest Tenderer**

If any tender ( of any tenderer ) after opening gets disqualified/rejected and if the said tenderer happens to be the lowest tenderer , then KoPT reserves the right to :

- (i) Invite the remaining Tenderers to match the Lowest Tenderer ; **OR**
  
- (ii) Take any such measure as may be deemed fit in the sole discretion of KoPT, including annulment of the Tendering Process.
  
- (ii) If any Tenderer, after downloading the tender document, makes any modification/alteration in the Tender Document, the tender submitted by the said Tenderer will be rejected outright.

**5.25 Quoting of Prices**

**a. Offer shall be in INR.**

**b. The format for quoting Prices is given in Appendix VIII**

c. The quoted rate shall include all charges, taxes & duties (excluding the Service Tax & education cess , if any). Service Tax etc., as applicable, will be paid extra at actual and should not be included in the quoted rate. For this, the Contractor has to submit Service Tax Registration No. /Code No. and other relevant document (as may be asked by KoPT).

d. KoPT at any stage, however, reserves the right to accept or reject any or all the offers without assigning any reason therefore whatsoever.

e. The quoted price including all its elements shall remain valid during the entire period of the agreement/contract till its complete execution.

**5.25.1 Prices**



The bidder shall arrive at a final value (based on their quote) for the entire project on a single responsibility basis. KOPT reserves the right to procure the components/services listed in this BID DOCUMENT in whole or in part. No adjustment of the contract price shall be made on account of any variations in costs of labour and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract. The Contract price shall be the only payment, payable by KOPT to the successful bidder for completion of the contractual obligations by the successful bidder under the Contract, subject to the terms of payment specified in the contract. The payable price would be inclusive of all taxes, duties, charges and levies as applicable (excluding service tax and education cess). Service tax will be reimbursed at actual. Under any circumstances if KOPT desires to alter the scope of work the payment shall be made on a pro-rata basis.

If there is a difference in the bill of quantity/ bill of material in the technical & financial bid the maximum number quoted shall remain valid and the unit prices for the same shall be derived from the financial bid on a pro-rata basis. The delivery shall be made for the maximum quantity/units provided in the tender document. The bidder shall provide additional resources as may be required by KoPT not explicitly mentioned herein (excluding hardware and networking components as these are outside the scope of this tender) and deemed necessary for smooth and intended functioning of the proposed ERP solution as per the SLA(s) defined in the BID DOCUMENT at no extra cost to KOPT, including completion of the project within the stipulated time.

The prices, once offered, must remain fixed and must not be subject to variation for any reason whatsoever till the completion of Operations, Warranty and Maintenance. A proposal submitted with an adjustable price quotation or conditional proposal will be rejected and termed non-responsive.

#### **5.25.2 Correction of errors**

Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be made by the person signing the proposal before submission, failing which the figures for such items to be considered to the advantage of KoPT.

#### **5.25.3 Arithmetic errors** in proposals will be corrected as follows:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

In case of any discrepancy in the Price quoted and the break-up indicated, the break up shall prevail and the total of the break up shall be considered for deciding on the lowest Tenderer (Vide CLAUSE 5.16).

In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall be considered. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding on the bidders.

Any arithmetic error found in the financial proposal shall be corrected by KoPT as per above criteria and the lowest sum-total shall be taken into consideration for evaluation.

#### **5.26 Taxes and Duties**

The Bidder shall include all taxes and duties (excluding service tax), as presently applicable within the quoted price. Any further increase or decrease in taxes and duties in future shall be considered for adjustment of the contract price. However, service tax shall be paid extra as applicable on the contract price. All other expenditure including stamp duties, License fees, **Bank Charges** and other such levies imposed in or outside India shall be included in the quoted price..

## Chapter 6.0

### AWARD OF CONTRACT

#### 6.1 Award Criteria

KoPT will award the Contract to the successful bidder whose proposal has been determined as the best value proposal for KoPT based on criteria mentioned above.

#### 6.2 Notification of Award

Prior to the expiration of the validity period (which is six months from the date of opening of the bids) **or extended validity period, if any**, KoPT will notify the successful bidder in writing or by fax or email by issue of Work Order, that their proposal has been accepted.

#### Sole Successful Bidder

The Performance Bank Guarantee should be submitted within a month from date of receipt of Work Order and Contract agreement has to be signed within 45 (forty five) days from date of receipt of work order.

#### Successful Consortium

In case successful bidder is a consortium, SPV has to be formed within 45 (forty five) days of receipt of work order. Performance Guarantee will be accepted from the Lead Member or SPV within a month from date of issuance of work order. Agreement has to be signed by the SPV within 60 (sixty) days from receipt of work order.

Upon the successful bidder's furnishing of performance bank guarantee, KoPT will notify each unsuccessful bidder and return their EMD (without interest).

#### 6.3 Signing of Contract

At the same time as KOPT notifies the successful bidder that its proposal has been accepted, KOPT shall enter into a contract; incorporating all agreements between KOPT and the successful bidder, the consortium members would also witness these agreements. The Contract form is provided in BID DOCUMENT Volume II which will cover in detail all aspects/terms of the contract

#### 6.4 Performance Bank Guarantee

The successful bidder shall at their own expense deposit an amount equivalent to 10% (ten percent) of the total contract value (excluding service taxes) with KoPT in the form of an unconditional and irrevocable Performance Bank Guarantee (PBG) from a scheduled bank

acceptable to KoPT, within 30 (thirty) days of signing the contract, in the format prescribed in Appendix XI of this BID DOCUMENT, payable on demand, for the due performance and fulfilment of the contract by the bidder. The bank guarantee should be encashable at any branch at Kolkata. Failure to submit the PBG within the specified period by the bidder may be construed as non-acceptance of the contract and failure to comply with the terms and conditions of the BID DOCUMENT.

All incidental charges whatsoever such as premium, commission, etc. with respect to the performance bank guarantee shall be borne by the bidder. The performance bank guarantee shall be valid for Ninety three (90+3) months from the date of signing the contract. If the project implementation/go-live is delayed, the PBG shall be extended and revalidated by the bidder for such additional duration. "Go-live" is the date on which the proposed IMPLEMENTATION OF ERP for KoPT is completely operational as per the requirements provided in this BID DOCUMENT & subsequent SRS and all the acceptance tests are successfully concluded to the satisfaction of KoPT.

### 6.5 Payment Terms

Payment against BOQ (Price Bid) item no.1 shall be payable on actual deployment for production (i.e., on go-live).

#### Categories of Payment in respect of BOQ (Price Bid) item no.2 :

- I. Deployment of Modules at KDS: 40 % of Total Capital Cost
- II. Deployment of Modules at HDC: 40 % of Total Capital Cost
- III. Consolidation of KDS and HDC sub-system: 20% of Capital Cost

#### Stages of Payment

Phases has been described in clause **2.19.4**

Phase 1, 2 & 3 : For each phase and for each of KDS & HDC :

Stage	Milestone ( for each of the Phases-1, 2 and 3)	% of Price bid Item no.2
1.	Business Solution Design & Testing Workshop with Core KoPT team ( Key deliverable: Solution Design to-be document with Identification & mitigation of gaps in solution)	2.5 %

2.	System Integration Testing (Testing of Base ERP with custom components after design , build and testing of the components, interfaces etc.)	5.0 %
3.	User Acceptance Testing, incl. documentation	2.5 %

Phase 4 : Integration of 3 Phases for each of KDS & HDC including documentation 5 %

Phase 5 : Go live of applications for each of KDS & HDC including documentation 5 %

Phase 6 : Consolidation of KDS & HDC incl. documentation 20 %

**Post implementation payments :**

Payment against BOQ (Price-bid) item no.3 (i.e., ATS) shall be made annually at the beginning of the period.

Payment against BOQ (Price-bid) item no.4 shall be made monthly on completion of AMC support.

## Chapter 7

### Resolution of Disputes

#### 7.1 Resolution of Disputes

Terms and conditions laid down in previous chapters will supersede the General Conditions of the Contract (GCC), if there is any contradiction in the clauses.

In the event of any dispute, question of difference arising during the contractual period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Chairman, Kolkata Port Trust shall be final.

If, however, the firm is dissatisfied with the decision of the Chairman, Kolkata Port Trust, the firm may, within 15 days after receiving notice of such decision, intimate the Chairman about their desire to get the matter referred to an Arbitrator. The Arbitrator may be nominated from the panel of Arbitrators maintained by Kolkata Port Trust within 30 days from the date of receipt of such communication from the firm's end and that reference shall be deemed to be a submission to the Arbitrator within the meaning of Arbitration & Conciliation Act, 1996 or any amendment thereof. The decision of the Arbitrator shall, however, be final and binding on both Kolkata Port Trust and the firm. The cost incurred for referring the matter to arbitrator will be shared by both the parties equally.

**Place of Arbitration:** The place/ jurisdiction of arbitration shall be in Kolkata, West Bengal, India.

#### 7.2 Governing Laws

This short-listing process and its outcome shall be governed by and construed in accordance with the prevailing laws of the Republic of India.

## Chapter 8

### General Conditions of Contract

Enclosed as Volume II

**Annexure 1**

List of Processes – Enclosed

**Annexure 2**

List of Existing Systems ( to be integrated with the proposed ERP )

**Software**

KDS

Sl. No.	Existing System
1.	All messages under Port Community System (PCS)
2.	GIS (being developed by ISRO)

HDC

Sl. No.	Existing System
1.	All messages under Port Community System (PCS )
2	GIS (in Pipeline)

### **Annexure 3**

#### **Work Flow Module**

This module should allow the user to

1. create a new file which the system shall assign a File number having a predetermined sequence. The system shall also allow the user to modify the file number given by the system
2. Should allow the user to add a new file to an existing file and either retain the file number of existing file or assign a new file number
3. Should allow the user to define file headers based on which the system shall generate meta data definitions.
4. Should have the facility to set the retention period for files and receive alerts/notifications from the system before any purging. Purging should not be automatically done but should prompt the user for selecting any files that needs to be purged.
5. Should allow the user to spawn a new file from an existing file and split a single file into multiple volumes if necessary
6. Should allow the users to archive files as per a configurable tenure sending notifications as appropriate
7. Should allow the user to add/modify scanned copies of reference material/letter/circular with a file. System should also provision linking of two or more files
8. Should allow file processing configured as per Government Standard covering two parts viz. noting section and correspondence section
9. Should allow configuration of an "In-Tray" where all files received by the user from others can be accessed, opened and acted upon. Similarly allow configuration of an "Out-Tray" where all files sent by the user to others can be accessed by the user in read-only mode
10. Should allow indexing of files year wise, department wise, section wise and subject wise in addition to other standard control aspects
11. Should allow user to create draft and final version for notes and correspondence and allow for collaborative working within work groups, particularly between officers and their personal assistants
12. Should allow user to save draft of note-sheets
13. Should not allow user to edit an approved note-sheet
14. Should allow the user to access features similar to those used on physical paper e.g. noting, tagging, flags, yellow sticky notes, highlighting etc.
15. Should allow the user to keep an approval on hold, give part/conditional approvals and accord regular approvals
16. Should allow the user to accord bulk and routine approvals without opening a file



17. Should allow the user to cross reference with respect to other files of similar nature as well as access related acts, notifications, legislations, circulars for taking decision on the file
18. Should allow the user to correlate physical paper files and electronic files when a paper version of the file is also maintained
19. Should enable user to access the pending files, approved files, sent files, and reminders on files
20. Should maintain index of contents for each file
21. Should provide comprehensive search capability to search in file index and contents within a file
22. Should allow prioritization of files of specific nature
23. Should allow the user to attach files from the Document Management System as part of the workflow solution.
24. Should have the ability to support automated workflow designed to address needs of business users
25. Should have the ability to support multiple workflow paths that are automatically selected based on request/user attributes, including escalation paths
26. Should support standard work flow languages
27. Should have a rules engine that allows rules to be created to define approval hierarchies
28. Should hold transactions in pending status and not commit them until all approvals are obtained
29. Should be able to send notifications when manual intervention is required in a process
30. Should provide a web based end user interface that can integrate with the portal
31. Should allow creation of workflow diagrams that can be shared with business users to verify the workflow
32. Should allow the modeling of sophisticated business processes using the concept of drill downs where it should be possible to define a high level process where sub processes are represented by drill down icons
33. Should provide a drag and drop GUI based single/ common design tool to define and

- alter business process across all modules of the solution
34. Should allow the user to define process hierarchies top down or bottom up to support distributed workflow process definition
  35. Should not have any limit on the hierarchy levels that can be defined
  36. Should provision a management console to monitor workflow processes and to control processes that have errors in them
  37. Should allow creation of workflow with the ability to define business rules without the need for programming, including alerts and triggers
  38. Should provide interface with email system supporting open standards/protocols for sending out notifications and receiving the notification responses
  39. Should allow approvals in workflow using digital certificate for legal purpose. Ability to verify the signed documents through an evidence store user interface after the signing process
  40. Should allow the user to delegate certain notifications to another user for a certain period, without actually sharing the password
  41. Should support creation of secondary workflow by any user in the main workflow, during any stage of the parent workflow and keep track of the same along with the parent workflow
  42. Should provide functionality to define lead and lag times between activities
  43. Should provide functionality for users to define time thresholds or parameters for each activity in a workflow
  44. Should generate an email at the completion of each successful transaction through the defined workflow system for the concerned stakeholders.
  45. Should allow user defined SMS based notifications
  46. Should have the general capability for version control, check-in and check-out of documents
  47. Should be able to create and maintain audit information of users accessing the files/documents, modifications, additions, retrievals and deletions
  48. Should support creation of various roles, access rules, allocation of access rules for the roles, application of roles to the employees etc
  49. Should allow the administrator to set conditions for completion of a service like auto escalation based on defined time limits for each user, including facility to check status of completion of work item by anyone defined in the workflow
  50. Should enable the Administrator or the Department Heads to allocate work either to a

designated individual or to a work group

51. Should enable the higher officer or controlling authority to allocate work among subordinates and also call back files from subordinates
52. Should facilitate routing of the files according to a standard work routing as well as routing to anyone in a given list
53. Should allow the user to set reminders / alerts to other users in the workflow
54. Should allow the user to prioritize the work items for each individual dynamically based on the settings defined
55. Should integrate with an editor of choice that provides standard editing features (similar to MS Word, Open Office Writer etc)
56. Should have the ability to integrate with e-forms and auto form routing.

[Auto form routing means routing of the forms automatically based on Meta data of the forms submitted

57. Should incorporate the concept of a record room where files not in action can be stored during retention period and enable dynamic call back as and when required
58. Should allow the user to create a data/knowledge bank of documents and facilitate maintenance of documents in this bank
59. Should have the facility to integrate the workflow solution with the collaboration tools such as e-mail using which automated emails can be generated and alerts can be issued to the employees based on file/application movement through the workflow
60. Should have features of internal storage optimization to enable optimal usage of hard disk space
61. Should maintain a date time stamp for every session of opening, editing and closing a file
62. Should maintain an audit trail of every event critical to business activity
63. Should be able to show the status of a work item at any point of time
64. Should be able to show the location of the file in the defined workflow
65. Should support definition of Service Level parameters for each workflow/transaction, performance monitoring of the employees based on the number of pending files/applications for each employees, number of days since it is pending, deviations from the defined service levels etc.
66. Should generate a variety of MIS reports on work throughput, productivity and pendency by category of work item, with an ability to drill down from summary information to task level data
67. Should have the capability to store the file in the form of highly granular objects (specific items within files, portions of documents, etc.) and should set up of security for each object
68. Should allow setting up a hierarchy of access controls
69. Should allow single sign-on whereby the user can access various services based on the role
70. Should support PKI based authentication & authorization of users using Digital Signatures in conformance to IT Act 2000
71. Should provide secured mechanism for storage, access control & retrieval of documents, files which are digitally signed by the employees
72. Should be capable of accepting documents into the repository through fax, e-mail and electronic files
73. Should do automatic indexing of documents using forms-based data accompanying documents or embedded in XML documents

74. Should have the facility to convert electronic documents (correspondences, emails, notes, orders, reports, etc.) created by the user using desktop applications to a published format (such as HTML, PDF or TIFF) before filing in the repository, while maintaining the structure of the document (styles, fonts, formats) and maintaining a copy of the document in its native file format
75. Should support industry standard Relational Database Solutions for storing & retrieving of data. All industry document and imaging standards should be useable with the system
76. Should allow the users to retrieve, view, send (by e-mail), route (workflow if applicable), print, and fax the documents from the repository
77. Should have the facility for the users to create annotations on documents including redlining and highlighting with annotations stored as files separate from (and potentially secured) from the original documents. Annotations must be viewable and printable
78. Should allow the users to create, modify and process files through workflow application that distributes (routes) files and documents electronically to other DMS users
79. Should restrict access to viewing documents that are expunged, or marked confidential
80. Should restrict the ability to add, modify, and delete documents in the repository to authorized users, with proper audit trails for every action on the document
81. Should have the ability to bulk transfer the document files to external publishing media (CD-ROM, DVD-ROM etc.) along with search functionality etc.
82. Should leave an extensive Audit Trail at all levels
83. Should provide bilingual (English / Hindi) support for standard letters and e-mails generated and for the forms/reports/statements, all headings/labels should be both in English and Hindi
84. Should allow the user to generate printer friendly version of files and document with extensive options for print settings
85. Should have the facility to categorize documents and correspondence including facility for defining metadata for each type of document

## **Annexure 4**

### Outline of Training plan

#### **Scope of Training**

The SUCCESSFUL bidder will train the stakeholders from KoPT and external agencies nominated by KoPT to have a proper understanding of the following:

Overall understanding of KoPT IT Implementation Program and its proposed benefits

Introduction to the ERP and Custom Applications

Introduction to Workflow, DMS and Reporting

It is also required that the core users identified are exposed to best practices adopted in similar environments. For successful implementation of such projects the core user should also be trained on the application packages by the principals/OEMs.

The trainees for KoPT IT Implementation project have been divided into two major groups:

**Core Users:** The Core user group would be formed from within the KoPT. These users would have rights for processing the requests raised from end users.

**End Users:** The hands-on users who shall be using the envisaged KOPT IT computerized application from various KOPT departments.

- **Trainers' Training:**

A training for trainers (ToT) comprising around 10 participants to be done encompassing all aspects of end user to be carried out

#### **Participants for Orientation Training**

This training will form participants both from Core as well as End user group and this training will provide a brief overview of the proposed system. The training will be provided to provide an understanding and benefits of the proposed system. The total number of participants for this training is estimated at 250 (approx).

#### **Participants for End User Training**

The participants for the End User Training will be nominated by KOPT All these participants from various stakeholders will total to 500 participants (approx.). The number of trainees is indicative only and may change.

#### **Participants for Core User Training**

The Core User Training will be provided to around 50 participants nominated by KOPT.

**Batch Size:** Preferably a batch size of 25 or so

#### **Training Location**

At different offices of KoPT to be indicated at the time of finalization of Training Plan.

#### **Tentative Training Curriculum**

**The Orientation Training will cover the following areas:**

- Scope of ERP
- Shortcomings of the Legacy systems
- Overview of the proposed processes
- Benefits of the proposed system
- Proposed role of stakeholders

**End User training will cover the following:**

- Features of Modules
- Basic Change Management orientation
- Introduction to KOPT IT Implementation project and its benefits with hands-on training on developed applications

**The Core User training will cover the following:**

- Introduction to ERP, Custom Application, Workflow and DMS
- Module configuration, system specifications and similar details
- Hands-on training on the developed application for all the KOPT IT processes Training Duration

The training duration for the user category will be according to the follow the schedule below:

Type of Training	Batch Duration
Orientation training	2 Days / Batch

<b>Trainee for Trainer training</b>	4 Days / Batch
End User training	5 Days / Batch
Core Tech User training	4 Days / Batch

### **Training Medium**

All training to be held in classroom mode with practical demonstration using projection and near live software in web based mode. Necessary arrangement to demonstrate client server architecture should be set up. These set up may also be used by the SI to demonstrate the prototype and other outputs during development. As such the training set up may be made ready within two months of development. The SI should indicate the necessary infrastructure to KoPT, and KoPT may make such arrangement.

All training manuals with video recording of training schedules should be made available in the Enterprise Portal for reference by KoPT's own trainers and participants at any point after the training given by the System Integrator

### **Training Evaluation & feedback**

KoPT shall evaluate the trainings imparted to their participants through feedback taken from them in feedback forms.

KoPT will take feedback in formats mutually agreed by the SI and KOPT. The feedback may be taken twice, once in the mid of the programme and the other after the training period. Mid-term feedback is required to avoid repetition of training programmes after completion due to feedback recorded as below par.

In case feedback is still below expectation as recorded from the participants further necessary action for improvement may have to be performed including repetition of training programmes. This will be at the discretion of KoPT (If any)

### **Training Deliverables:**

1. Training Schedule
2. Study material
3. Training Manual for KoPT's trainers
4. Soft copy of above deliverables and class room training recording, if agreed by the KOPT. Recording if required will be arranged by KoPT



## Annexure 5

### Major Functional areas for the proposed ERP Solution

Sl#	Application Module / Functional Area
1.	Finance
2.	HR / GAD
3.	Materials Management
4.	Project Management
5.	Maintenance of all types of assets (civil infrastructures, equipment, hardware, software, communication network etc.)
6.	POMS / Traffic
7.	Legal
8.	Hydraulic Study
9.	Planning Processes (including IT)
10.	Estate
11.	Mechanical Engg. / Plant & Equipment (HDC)
12.	Marine
13.	Medical (Hospital)
14.	Library Management System
15.	Dash Boards for Departmental and Divisional Heads, Chairman and Deputy Chairman using DW/BI system
16.	Labour / P&IR (HDC)
17.	Vigilance
18.	All other areas / works as mentioned in the scope of work ( chapter 2 )

**Annexure 6****Estimated Number of Users of each Application Module / Functional Area**

Application Module / Functional Area	Estimated Number of Users (KDS+HDC)
Finance	100
HR	50
Materials Management	55
Project Management	100
Maintenance of all types of assets (civil infrastructures, equipment, hardware, software, communication network etc.)	150
POMS / Traffic	150
Legal	14
Hydraulic Study	20
Planning Processes (including IT)	20
Estate	45
Mechanical Engg. / Plant & Equipment (HDC)	10
Marine	26
Medical (Hospital)	50
Library Management System	5
Dash Boards for Departmental and Divisional Heads, Chairman and Deputy Chairman using DW/BI system	30
Labour / P&IR (HDC)	30
Vigilance	7

**Annexure 7**

**Back – to – Back Agreement with OEM**

We M/s \_\_\_\_\_ hereby certify that we have undertaken a back-to-back agreement with OEM M/s \_\_\_\_\_ for Updates/Upgrades and technical support, Supply of licenses for any standard packages wherever implemented. The OEM will provide support through any of their authorised partners in the event of our failure to provide the same at our risk and cost.

The copy (ies) of such agreement listed below is (are) attached.

1. \_\_\_\_\_

2. \_\_\_\_\_

Authorised Signatory

Seal

**Appendix I**

**Completed Projects (Go-Live)**

Sl. No	Client Name & Address	Client Contact Person, Designation, Mob. No. & e-mail, fax	Name of Project	Work Order Date	Work Completion Date	Value of Project	ERP Modules	No. of Users	No. of Employees

**APPENDIX – II**

**Covering Letter**

Ref. No.

Dated:

**The Joint Director (P&R),  
Kolkata Port Trust,  
15, Strand Road, Kolkata – 700 001**

Dear Sir,

1. We, .....(Name of Tenderer) having examined the Tender Document and understood its contents, hereby submit our Tender for

“Implementation of ERP standard software modules (i.e., COTS), Software development of applications not covered under standard ERP packages (i.e., Bespoke), Migration of existing Data to New Application database, Integration with existing systems from other sources being used or to be used by KoPT and Maintenance of these software systems Kolkata Port Trust”, which is briefly termed as **“Implementation of ERP at KoPT”** for reference henceforth.”

**(NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015)”**.

2. All information and proofs provided in the Tender including Addendum and in the Appendices are true and correct and all documents accompanying such tender are true copies of their respective originals.

3. We shall make available to Kolkata Port Trust (hereinafter referred to as KoPT) any additional information it may find necessary or require to supplement or authenticate the Tender.

4. We, .....(Name of Tenderer) hereby undertake that we will abide by the decisions of KoPT in the matter of examination, evaluation and selection of Successful Tenderer and shall refrain from challenging or questioning any decision taken by KoPT in this regard. We further acknowledge the right of KoPT to reject

our tender without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

5. We also certify the following

We/any of the consortium member (including our subsidiary, group of companies, as the case may be), have not been debarred by Central or State Government or any Entity controlled by them for participating in any tender/contract/agreement of whatever kind for any reason whatsoever including / or conduct leading to *premature closure/ termination/abandoning of contract/agreement during the last 3 years ending on the date of opening of the techno commercial part of the tender.*

6. We declare that:

- (a) We have examined and have no reservations to the Tender Document, including the Addendum, if any, issued by KoPT thereon.
- (b) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt, fraudulent or coercive practices to influence the evaluation process of the tender.

7. We understand that KoPT reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reason thereof.

Yours faithfully,

**Signature of Power of Attorney Holder(s).....**

**Name:** .....

**Designation:** .....

**Date :** .....

**Seal:**

\_\_\_\_\_

NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015

**Appendix – III**

**Affidavit**

On the ₹ 10/- (Rupees Ten) Non Judicial Stamp Paper

BEFORE THE 1<sup>ST</sup> CLASS JUDICIAL MAGISTRATE AT \_\_\_\_\_

**AFFIDAVIT**

I \_\_\_\_\_ son/ daughter of \_\_\_\_\_ aged about \_\_\_\_\_ years, by faith \_\_\_\_\_ by

occupation \_\_\_\_\_, residing at \_\_\_\_\_,

do hereby solemnly affirm and declare as follows:

1. THAT I am the Proprietor/Partner/Director \_\_\_\_\_ having office at \_\_\_\_\_ and carrying on business on the same name and style.

(In case the above Deponent is an enlisted Contractor at Kolkata Port Trust, the same should be mentioned in the affidavit).

2. THAT my aforesaid Firm and/or all the members of the Consortium (which includes our and their subsidiary, group of companies) participating in the tender have not been debarred by Central or State Government or any Entity controlled by them for participating in any tender/contract/agreement of whatever kind for any reason whatsoever.

3. THAT my aforesaid Firm and/or all the members of the Consortium (which includes our and their subsidiary, group of companies) have not conducted in any way leading to premature closure/ termination/abandoning of contract/agreement for any contract with the Central or State Government or any Entity controlled by them during the last 3 years ending on the date of opening of the techno commercial part of the tender..

4. THAT the present affidavit is to be filed before the Kolkata Port Trust as per the clause no. 3.2 (C) of the Tender vide NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015 issued by the Kolkata Port Trust in respect of \_\_\_\_\_ the work (the work is to be mentioned).

5. THAT the statements made above are all true to the best of my knowledge and belief.

Deponent

Identified by: .....

**Appendix – IV**

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF TENDER by SOLE BIDDER  
(To be executed before Notary Public on a Non-Judicial Stamp Paper of at least Rs.10/-)**

**Dated:** .....

POWER OF ATTORNEY

**To whomsoever it may concern**

NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015

**Mr or Mrs or Ms..... [Name of the Person(s)], residing at ..... [Address of the Person(s)], acting as ..... [Designation of the Person(s) and name of the Firm] and whose signature(s) is / are attested below, is hereby authorised on behalf of ..... [Name of the Tenderer (in case of a Consortium, name of the lead member)] to sign the Tender [NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015] for “ Implementation of ERP standard software modules (i.e., COTS), Software development of applications not covered under standard ERP packages (i.e., Bespoke), Migration of existing Data to New Application database, Integration with existing systems from other sources being used or to be used by KoPT and Maintenance of these software systems Kolkata Port Trust”, which is briefly termed as **“Implementation of ERP at KoPT”** for reference henceforth.**

and submit the same and is hereby further authorised to provide relevant information/documents and respond to the enquiry’s etc. as may be required by Kolkata Port Trust (KoPT) in respect of the above tender.

And I/ We hereby agree that all acts, deeds and things lawfully done by our said attorney shall be construed as acts, deeds and things done by us and I / we undertake to ratify and confirm all and whatsoever that my / our said attorney shall lawfully do or cause to be done for me / us by virtue of the power hereby given.

(Attested signature of Mr.....)

For ..... (Name of the Tenderer/Consortium Members with Seal) .

**[Note:** In case of Consortium. representatives of all members must sign]



NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015

**Appendix – V**

**FORMAT FOR POWER OF ATTORNEY *FOR LEAD MEMBER OF CONSORTIUM***

**(To be executed before Notary Public on a Non-Judicial Stamp Paper of at least Rs.10/-)**

**POWER OF ATTORNEY**

Whereas Kolkata Port Trust ('the Authority') has invited tenders from interested parties for "Implementation of ERP standard software modules (i.e., COTS), Software development of applications not covered under standard ERP packages (i.e., Bespoke), Migration of existing Data to New Application database, Integration with existing systems from other sources being used or to be used by KoPT and Maintenance of these software systems Kolkata Port Trust", which is briefly termed as "**Implementation of ERP at KoPT**" for reference henceforth.

[NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015].

Whereas, ..... And .....  
..... (collectively the "Consortium") being members of the Consortium are interested in bidding for the Tender in accordance with the terms and conditions of the Tender Document and other connected documents in respect of the said tender, and

Whereas, it is necessary under the Tender Document for the members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium's bid for the Tender and its execution.

**NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS**

We, M/s.....having our registered office at .....  
M/s..... having our registered office at .....  
..... having our registered office at ..... and M/s  
..... having our registered office at ..... [the respective names and addresses of the registered office] (hereinafter collectively referred to as the "Principals") do hereby designate, nominate, constitute, appoint and authorise M/s ..... having

its registered office at ....., being one of the members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the "Attorney"). We hereby irrevocably authorise the Attorney to conduct all business for and on behalf the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Contract, during the execution of the contract, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the pre-qualification of the Consortium and submission of its bid(s) for the tender, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre Bid and other conferences/meetings, respond to queries, submit information/documents, sign and execute contracts and undertakings consequent to acceptance of bid(s) of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium's bid(s) for the tender and/or upon award thereof till the Agreement is entered into with the Authority.

AND WE hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/Consortium.

IN WITNESS HEREOF WE HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .....DAY OF .....20....

For .....

.....

(Name & Title)

For .....

.....

(Name & Title)

For .....

.....

(Name & Title)

**Witnesses:**

1.

2.

.....

(To be executed by all the members of the consortium)

\_\_\_\_\_

NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015

**Appendix – VI**

**JOINT BIDDING AGREEMENT**

*(To be executed on Non-Judicial Stamp Paper of at least Rs. 60/- )*

THIS JOINT BIDDING AGREEMENT is entered into on this the ..... day of ..... 20...

**AMONGST**

1. {..... Limited, a company incorporated under the Companies Act, 1956 / 2013} and having its registered office at ..... (hereinafter referred to as the “**First Part**” which expression shall, unless repugnant to the context include its successors and permitted assigns)

**AND**

2. {..... Limited, a company incorporated under the Companies Act, 1956 / 2013} and having its registered office at ..... (hereinafter referred to as the “**Second Part**” which expression shall, unless repugnant to the context include its successors and permitted assigns)

**AND**

3. {..... Limited, a company incorporated under the Companies Act, 1956 / 2013 and having its registered office at ..... (hereinafter referred to as the “**Third Part**” which expression shall, unless repugnant to the context include its successors and permitted assigns)}

**AND**

4. {..... Limited, a company incorporated under the Companies Act, 1956 / 2013 and having its registered office at ..... (hereinafter referred to as the “**Fourth Part**” which expression shall, unless repugnant to the context include its successors and permitted assigns)}

The above mentioned parties of the FIRST, SECOND, {THIRD and FOURTH} PART are collectively referred to as the “**Parties**” and each is individually referred to as a “**Party**”

**WHEREAS,**

- (A) [KOLKATA PORT TRUST, established under the Major Port Trusts Act-1963 and Principal Offices at 15,Strand Road,Kolkata-700001 (hereinafter referred to as the “**KoPT**” which

expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) has invited offers by its Request through NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015 (the “**TENDER DOCUMENT**”) for selection of successful tenderer for the contract as proposed in the said tender document.

- (B) The Parties are interested in jointly bidding for the Tender as members of a Consortium and in accordance with the terms and conditions of the tender document and other documents in respect of the work, and
- (C) It is a necessary condition under the tender document that the members of the Consortium shall enter into a Joint Bidding Agreement and furnish a copy thereof with the Offer.

**NOW IT IS HEREBY AGREED as follows:**

**1. Definitions and Interpretations**

In this Agreement, the capitalised terms shall, unless the context otherwise requires, have the meaning ascribed thereto under the tender document.

**2. Consortium**

- 2.1 The Parties do hereby irrevocably constitute a consortium (the “**Consortium**”) for the purposes of jointly participating in the Tendering Process for the Work.
- 2.2 The Parties hereby undertake to participate in the Tendering Process only through this Consortium and not individually and/ or through any other consortium constituted for this work, either directly or indirectly or through any of their Associates.

**3. Covenants**

The Parties hereby undertake that in the event the Consortium is declared the successful tenderer and awarded the contract, it shall incorporate a special purpose vehicle (the “**SPV**”) under the Indian Companies Act 2013 for entering into a Agreement with the KoPT and for performing all its obligations as the Contractor in terms of the Agreement for the tender.

**4. Role of the Parties**

The Parties hereby undertake to perform the roles and responsibilities as described below:

- (a) Party of the First Part shall be the Lead member of the Consortium and shall have the power of attorney from all Parties for conducting all business for and on behalf

of the Consortium during the tendering process and till all the obligations of the SPV shall become effective;

(b) Party of the Second Part shall be {the Technical Member of the Consortium ;}

{{(c) Party of the Third Part shall be the Financial Member of the Consortium; and}}

{{(d) Party of the Fourth Part shall be the Operation and Maintenance Member/ Other Member of the Consortium.}}

**[Note: Status of the members in (b), (c) and (d) are only illustrative]**

## **5. Joint and Several Liability**

The Parties do hereby undertake to be jointly and severally responsible for all obligations and liabilities relating to the work and in accordance with the terms of the tender document till completion of the contract.

## **6. Shareholding in the SPV**

6.1 The Parties agree that the proportion of shareholding among the Parties in the SPV shall be as follows:

First Party:

Second Party:

{Third Party:}

{Fourth Party:}

6.2 The Parties undertake that a minimum of 26% (twenty six per cent) of the subscribed and paid up equity share capital of the SPV shall, at all times till completion of two years from the date of commencement of the contract, be held by the Parties of the First, {Second and Third} Part whose experience and net-worth have been reckoned for the purposes of pre-qualification in terms of the tender document.

6.3 The Parties undertake that they shall collectively hold at least 51% (fifty one per cent) of the subscribed and paid up equity share capital of the SPV at all times till completion of two years from the date of commencement of the contract.

6.4 The Parties undertake that they shall comply with all the requirements as stipulated in the tender document vide NIT No. Plg/165/ERP/2015/9988 dated 30-Apr-2015.

## **7. Representation of the Parties**

Each Party represents to the other Parties as of the date of this Agreement that:

- (a) Such Party is duly organised, registered under the applicable laws, validly existing and in good standing under the laws of its incorporation and has all requisite power to enter into this Agreement;
- (b) The execution, delivery and performance by such Party of this Agreement has been authorised by all necessary and appropriate corporate or governmental action and a copy of the extract of the charter documents and board resolution/ power of attorney in favour of the person executing this Agreement for the delegation of power and KoPT to execute this Agreement on behalf of the Consortium Member is annexed to this Agreement, and will not, to the best of its knowledge:
  - (i) Require any consent or approval not already obtained;
  - (ii) Violate any Applicable Law presently in effect and having applicability to it;
  - (iii) Violate the memorandum and articles of association, by-laws or other applicable organisational documents thereof;
  - (iv) Violate any clearance, permit, concession, grant, licence or other governmental authorisation, approval, judgement, order or decree or any mortgage agreement, indenture or any other instrument to which such Party is a party or by which such Party or any of its properties or assets are bound or that is otherwise applicable to such Party; or
  - (v) Create or impose any liens, mortgages, pledges, claims, security interests, charges or Encumbrances or obligations to create a lien, charge, pledge, security interest, encumbrances or mortgage in or on the property of such Party, except for encumbrances that would not, individually or in the aggregate, have a material adverse effect on the financial condition or prospects or business of such Party so as to prevent such Party from fulfilling its obligations under this Agreement;

- (c) this Agreement is the legal and binding obligation of such Party, enforceable in accordance with its terms against it; and
- (d) there is no litigation pending or, to the best of such Party's knowledge, threatened to which it or any of its Affiliates is a party that presently affects or which would have a material adverse effect on the financial condition or prospects or business of such Party in the fulfillment of its obligations under this Agreement.

**8. Termination**

This Agreement shall be effective from the date hereof and shall continue in full force and effect until the Financial Close of the contract is achieved under and in accordance with the terms of the tender, in case the contract is awarded to the Consortium. However, in case the Consortium is either not pre-qualified for the work or does not get selected for award of the contract, the Agreement will stand terminated in case the Tenderer is not pre-qualified or upon return of the Earnest Money by the KoPT to the Tenderer, as the case may be.

**9. Miscellaneous**

- 9.1 This Joint Bidding Agreement shall be governed by laws of India.
- 9.2 The Parties acknowledge and accept that this Agreement shall not be amended by the Parties without the prior written consent of the KoPT.

IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN.

SIGNED, SEALED AND DELIVERED

SIGNED, SEALED AND DELIVERED

For and on behalf of

For and on behalf of

LEAD MEMBER by:

SECOND PART by

(Signature)

(Signature)



(Name)

(Name)

(Designation)

(Designation)

(Address)

(Address)

SIGNED, SEALED AND DELIVERED

SIGNED, SEALED AND DELIVERED

For and on behalf of

For and on behalf of

THIRD PART by:

FOURTH PART by

(Signature)

(Signature)

(Name)

(Name)

(Designation)

(Designation)

(Address)

(Address)

In the presence of:

1.

2.

**Notes:**

1. The mode of the execution of the Joint Bidding Agreement should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Each Joint Bidding Agreement should attach a copy of the extract of the charter documents and documents such as resolution / power of attorney in favour of the person executing this Agreement for the delegation of power and KoPT to execute this Agreement on behalf of the Consortium Member.
3. For a Joint Bidding Agreement executed and issued overseas, the document shall be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney has been executed.

**Appendix – VII**

**Profile of the Tenderer**

1. (a) Name :
  - (b) Country of incorporation:
  - (c) Address of the corporate headquarters and its branch office(s), if any in India:
  - (d) Date of incorporation and commencement of business:
- 
2. Brief description of the Company including details of its main lines of business and proposed role and responsibilities in connection with implementation of the tender.
- 
3. Details of individual(s) of the Tenderer (each member in case of Consortium) who will serve as the point of contact/communication with KoPT.
    - (a) Name:
    - (b) Designation:
    - (c) Company:
    - (d) Address:
    - (e) Telephone Number (Land & Mobile):
    - (f) E-Mail Address:
    - (g) Fax Number:
- 
4. Details of the Authorised Signatory of the Tenderer:
    - (a) Name:
    - (b) Designation:
    - (c) Company:
    - (d) Address:

- (e) Telephone Number (Land & Mobile):
- (f) E-Mail Address:
- (g) Fax Number:

5. In case of a Consortium, the information above should be provided for all the members of the consortium and in case of a single entity, the same for the tenderer should be provided.

**Signature of Power of Attorney Holder(s).....**

**Name:** .....

**Designation:** .....

**Date :** .....

**Seal:**

\_\_\_\_\_

**Appendix VIII****Price Bid Format**

Sl#	Cost Component	Quantity	Basic Rate excluding Tax, Duty, etc.	Percentage Rate of each Tax, Duty, etc. presently applicable	Total Cost in INR
(a)	(b)	(c)	(d)	(e)	(f)=(c)x(d)x {100+(e)}%
1	Necessary Licences from OEM / One-time Cost for users for development and production environments (including one year warranty period ) for Database & ERP Applications / Packages (Bundled)	450			
2	ERP Implementation (incl. Development & customization and one year warranty)	Lumpsum i.e., Qty =1 (one)			
3	ATS for item at Sl# 1	5 years	@22% p.a. on item at Sl# 1 ( c x d)		
4	AMC (including Helpdesk with on-site manpower for System Administration & Functional areas).	5 years	@15% p.a. on item at Sl# 2 ( c x d)		
	Total : ( item no-1,2,3 &4 above)				

**Note:**

- (i)** For deployment of additional man-day for application software modification / enhancement (task to be initiated through approved Change-Request) will be paid extra @Rs.2000 (Rupees two thousand only) per day per man.
- (ii)** The details of licence procured, if any, in name of KoPT should be indicated along with this bid. The ownership and / or Licenses, if valid beyond implementation phase should be transferred in the name of KoPT without any additional cost.
- (iii)** AMC charges shall be payable on monthly basis on satisfactory completion of service.

(iv) Service Tax, to be paid extra at actuals, should not be included in above rates.

**APPENDIX IX**

Letter of Authorization for OEM

To,  
The Joint Director (P&R)  
Kolkata Port Trust  
15, Strand Road  
Kolkata - 700001  
Tel - +91-33-22303451  
Fax+91-33-2230-3058  
E-mail: dpr@kopt.in  
Website: www.kolkataporttrust.gov.in

WHEREAS \_\_\_\_\_ who are official producers of \_\_\_\_\_ and having production facilities at \_\_\_\_\_ do hereby authorize \_\_\_\_\_ located at \_\_\_\_\_ (hereinafter, the "Bidder") to submit a bid and subsequently negotiate and sign a Contract with you for resale of the following Products produced by us: .

We hereby confirm that all the pre-qualifications sought in the BID DOCUMENT are complied with and supporting documents are provided for the same.

The OEM certifies that:

It has at least one authorized training centre in India which provides training on the proposed product(s). They are committed to provide audit and expert advice for the implementation services. They hold the patent/copyrights for the proposed product(s) and indemnify KoPT against all cost/claim(s)/Legal claim(s)/liabilities arising from any third party on account of infringement or unauthorized use of patent or intellectual property right whether such claim arise out of manufacture or use. KoPT shall be absolved of any legal action. They have not been blacklisted by any government organization in India. The product(s) proposed should not have its OEM provided end-of-life in the next two years and should not have its OEM provided end-of-service in the next eight years from the date of submission of bid. They will provide continued support to KoPT for the life cycle of the project as stated in the BID DOCUMENT, on their own or through their certified partners in the event of the replacement of the SI or if KoPT feels that the SI is unable to provide the requisite support on the same.

SI is directly responsible for the deliverables provided under this project. The SI has to ensure that the letter of authorization is endorsed by the respective OEM.

The product(s) proposed for realizing the solution are certified to run with other product(s) (both software and hardware)

Name: In the capacity of:

Signed

Duly authorized to sign the authorization for and on behalf of: \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Note:

This authorization should be written on the letterhead of the O.E.M. and be signed by a person with the proper authority to sign documents that are binding on the O.E.M.

**Appendix X**

**Request for Clarifications**

Bidders requiring specific points of clarification may communicate with KOPT during the specified period (preferably in MS Excel) using the following format.

Bidder's Request for Clarification

Name of Organization submitting request

Name & position of person submitting request

Contact Details

Tel:

Fax:

Email:

SL. No	Bidding Document Reference-section number	Bidding Document Reference- page number	Content of BID DOCUMENT requiring Clarification	Points of clarification required
1.				
2.				

Signature of Authorized Signatory

Date:

Company Seal

**Appendix XI**

**Format for Performance Bank Guarantee**

(To Be Stamped In Accordance With Stamp Act)

(Reference Clause of Contract)

(The non-judicial stamp paper should be in the name of issuing bank)

Ref. No \_\_\_\_\_.

Bank Guarantee No \_\_\_\_\_

Date:

To,  
The Joint Director (P&R)  
Kolkata Port Trust  
15, Strand Road  
Kolkata - 700034  
Tel - +91-33-22303451  
Fax+91-33-2230-3058  
E-mail: dpr@kopt.in  
Website: www.kolkataporttrust.gov.in

Dear Sir/Madam,

In consideration of the JDPR (hereafter referred as 'Owner') KOPT "Implementation of ERP for KOPT' Solution which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to

M/s \_\_\_\_\_ with its Registered/Head Office at \_\_\_\_\_ (hereafter referred to as the Contractor or Vendor which expression shall unless repugnant to the context or meaning there of include its successors, administrators and assigns) a Contract by issue of Owner's Letter of Award No. \_\_\_\_\_.. dated \_\_\_\_\_... and the same having been unequivocally accepted by the Contractor/Vendor resulting into a contract valued at \_\_\_\_\_ for \_\_\_\_\_ (Scope of Contract) and the Contractor/ Vendor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire

contract, equivalent to Twenty% (Per cent) of the said value of the contract to the Owner.

We \_\_\_\_\_ (name and address), having its Head Office at \_\_\_\_\_..(herein after referred to as the `Bank`, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Owner, on demand any and all monies payable by the Contractor/ Vendor to the extent of 10% of the total contract value as aforesaid at any time up to Ninety three (90+3) months from the date of signing the contract (Days/ month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to the Contractor/ Vendor. Any such



demand made by the Owner on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and Contractor/ Vendor or any dispute pending before any court, tribunal or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall continue to be enforceable till the Owner discharges this guarantee.

The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Contractor/ Vendor. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor/ Vendor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Owner and the Contractor/ Vendor or any other course of or remedy or security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other acts of omission or commission on the part of the Owner or any other indulgence shown by the Owner or by any other matters or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

The Bank also agrees that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor/ Vendor and notwithstanding any security or other guarantee that the Owner may have in relation to the Contractor/ Vendor's liabilities.

We, the bank further agree that the guarantee herein contained is continuous guarantee and shall remain in full force and effect for a period of up to and inclusive of Seventy five (72+3) months from the date of signing the contract and claims under it must be filled within one month from the date of expiry of this guarantee. The bank further agrees that any change in the constitution of KOPT, ..<Name of the vendor> or bank shall not discharge our liability hereunder. Unless a demand or claim under this guarantee is made on us within one month from the date of expiry of this guarantee, we shall be relieved and discharged from all liabilities there under.

This guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the bank or in the constitution of M/s \_\_\_\_\_...

Notwithstanding anything contained herein above our liability under this guarantee is restricted to 20% of the total contract value and it shall remain in force up to and including Seventy five (72+3) months from the date of signing the contract and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s

\_\_\_\_\_.whose behalf this guarantee has been given. Dated this \_\_\_\_\_. Day of \_\_\_\_\_. 2013  
\_\_\_\_\_ at \_\_\_\_\_.

WITNESS:

1. Name

Address

(Signature)

2. Name

Address

(Signature)

(Designation with Bank Stamp)

Attorney as per Power of Attorney No ..... dated... Note:

This sum shall be ten percent (20%) of the total lump-sum Contract Price.

This guarantee is valid for Seventy five (72+3) months from the date of signing the contract

The stamp paper of appropriate value shall be in the name of Bank issuing the guarantee

**VOLUME-II**

**GENERAL CONDITIONS OF CONTRACT**  
**FORMS AND AGREEMENTS**

**SANCTIONED BY TRUSTEES UNDER RESOLUTION NO. 92**

**of**

**THE 6<sup>TH</sup> MEETING HELD ON 27<sup>TH</sup> MAY, 1993.**

**(Copy of Booklet Published on May, 1993)**

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## 1. DEFINITIONS

- 1.0. In the contract, as here-in-after defined, the following words and expressions shall have the meaning here-in assigned to them, except where the context otherwise required.
- 1.1. "**Employer**" or "Board" or "Trustees" means the Board of Trustees for the Port of Kolkata, a body corporate under Section 3 of the Major Port Trust Act, 1963, including their successors, representatives and assigns.
- 1.2. "**Chairman**" means the Chairman of the Board and includes the person appointed to act in his place under Sections 14 and 14A of the Major Port Trusts Act, 1963.
- 1.3. "**Contractor**" means the person or persons; Firm or Company whose tender /offer has been accepted by the Trustees and includes the Contractor's representative's heirs, successor and assigns, if any permitted by the Board / Chairman.
- 1.4. "**Engineer**" means the Board's official who has invited the tender on its behalf and includes the Chief Engineer, the Chief Mechanical Engineer, the Senior Executive Engineer the Chief Hydraulic Engineer, the Deputy Chief Engineer, the Deputy Chief Mechanical Engineer, the Senior Resident Engineer, The Manager (Infrastructure & Civic Facilities), the Manager (Plant & Equipment) the Deputy Manager ( Infrastructure & Civic Facilities) and the Deputy Manager (Plant & Equipment), or other official as may be appointed from time to time by the employer, with written notification to the Contractor, to act as Engineer for the purpose of the contract, in place of the "Engineer" so designated.
- 1.5. "**Engineer's Representative**" means any subordinate Engineer or Assistant to the Engineer or any other official appointed from time to time by the Engineer to perform the duties set forth in Clauses 2.4 to 2.6 hereof.
- 1.6. "**Work**" means the Work to be executed in accordance with the Contract and includes authorized "Extra Works" and "Excess Works" and Temporary Works.
- 1.7. "**Temporary Works**" means all temporary works of every kind required in or about the execution, completion or maintenance of the works and includes (without thereby limiting the foregoing definitions) all temporary erections, scaffolding, ladders, timbering, soaking

vats, site offices, cement and other god owns, platforms and bins for stacking building materials, gantries, temporary tracks and roads, temporary culverts and mixing platforms.

- 1.8. "**Extra Works**" means those works required by the Engineer for completion of the Contract which were not specifically and separately included in the schedule of items of works (i.e., Bills of Quantities) of the tender. "Excess Works" means the required quantities of work in excess of the provision made against any item of the Bill of Quantities.
- 1.9. "**Specifications**" means the relevant and appropriate Bureau of Indian Standard's Specifications (latest revisions) for materials and workmanship unless stated otherwise in the Tender.
- 1.10. "**Drawings**" means the drawings referred to in the Tender and specification and any modification of such drawings approved in writing by the Engineer and such other drawings as may from time to time be furnished or approved in writing by the Engineer.
- 1.11. "**Contract**" means and includes the General and Special Conditions of Contract, Specifications, Drawings, priced Bill of Quantities, the Tender/ Offer, the letter of acceptance of the Tender/Offer, the Contract Agreement if separately entered into and the Schedule of Rates and Price, if any, adopted by the Trustees at their discretion.
- 1.12. "**Constructional Plant**" means all appliances or things of whatsoever nature required in or about the execution, completion or maintenance of the works or temporary works and includes (without thereby limiting the foregoing definition) all machinery and tools but does not include materials or other things intended to form or forming part of the permanent work.
- 1.13. "**Site**" means the land and other places, on, under, in or through which the works are to be executed or carried out and any other lands or places provided by the Trustees for the purpose of the Contract.
- 1.14. "**Contract Price**" means the sum named in the letter of acceptance of the Tender/ Offer of the Contractor, subject to such additions thereto and deduction there from as may be made by the Engineer under the provisions here-in-after contained.

- 1.15. **"Month"** means English Calendar Month.
- 1.16. **"Excepted risks"** are riot in so far as it is uninsurable, war, invasion, act of foreign enemies, hostilities (whether war be declared or not) Civil War, rebellion, revolution, insurrection or military or usurped power or use or occupation by the Trustees of any portion of the works in respect of which a certificate of completion has been issued (all of which are herein collectively referred to as the excepted risks).
- 1.17. Word importing the **singular** only, also includes the **plural** and vice-versa where the context so required.
- 1.18. The **headings and marginal notes** in these General Conditions of Contract shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.
- 1.19. Unless otherwise stipulated the word "Cost" shall be deemed to include overhead costs of the contractor, whether on or off the site.

## **2. DUTIES & POWERS OF ENGINEER & ENGINEER'S REPRESENTATIVE**

- 2.1 The Contractor shall execute, complete and maintain the works in terms of the contract to the entire satisfaction of the Engineer and shall comply with the Engineer's direction on any matter whatsoever.
- 2.2. The Contractor shall take instructions from the Engineer and subject to limitation of Clause 2.5 herein, from the Engineer's Representative.
- 2.3. The Engineer shall have full power and authority
- (a) to supply to the contractor from time to time during the progress of the works such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the contractor shall carry out and be bound by the same.
  - (b) to alter or modify the specification of any material and workmanship and to inspect the work at any time.

- (c) to order for any variation, alternation and modification of the work and for extra works.
- (d) to issue certificates as per contract
- (e) to settle the claims & disputes of the Contractor and Trustees, as the first referee.
- (f) to grant extension of completion time.

2.4. The Engineer's representative shall :

- (a) watch and supervise the works,
- (b) test and examine any material to be used or workmanship employed in connection with the work.
- (c) have power to disapprove and material and workmanship not in accordance with the contract and the contractor shall comply with his direction in this regard.
- (d) take measurements of work done by the contractor for the purpose of payment or otherwise.
- (e) order demolition of defectively done work for its reconstruction all by the Contactor at his own expense,
- (f) have powers to issue alteration order not implying modification design and extension of completion time of the work and

- (g) have such other powers and authorities vested in the Engineer, which have been delegated to him in writing by the Engineer under intimation to the Contractor.

2.5. Provided always that the Engineer's Representative shall have no power :

- (a) to order any work involving delay or any extra payment by the Trustees,
- (b) to make variation of or in the works and
- (c) to relieve the Contractor of any of his duties or obligations under the Contract.

2.6. Provided also as follows :

- (a) Failure of Engineer's Representative to disapprove any work or materials shall not prejudice the power of the Engineer thereafter to disapprove such work or materials and to order the pulling down, removal, braking-up thereof and re-construction at the contractor's cost and the contractor shall have no claim to compensation for the loss sustained by him.
- (b) If the contractor shall be dissatisfied by reason of any decision of the Engineer's Representative, he shall be entitled to refer the matter to the Engineer who shall thereupon confirm, reverse or vary such decision.
- (c) Any written instructions or written approval given by the Engineer's Representative to the contractor, within the terms of delegation of power and authority vested in Engineer to his Representative in writing shall bind the contractor and the Trustees as though it had been given by the Engineer, who may from time to time make such delegation. Contractor and the Trustees as though it had been given by the Engineer, who may from time to time, make such delegation.

### **3. THE TENDER / OFFER AND ITS PRE-REQUISITES**

3.1. The Contractor shall, before making out and submitting his tender/offer be deemed to have inspected and examined the site, fully consider all factors, risks and contingencies,



which will have direct and in direct impact on his expenses and profit from the work and shall be specifically deemed to have taken the following aspects into consideration:

- (a) The form and nature of the site and its surroundings including their sub-surface, hydrological, tidal and climate conditions, the means of access to the site and all other local conditions including the likely charges and costs for temporary way-leave, if any, required for the work.
- (b) The drawings, specifications, the nature and extent of work to be executed and the quality, quantity and availability of the required materials and labour for the work and the need to execute the work to the entire satisfaction of the Engineer, and also by complying with the General and Special Conditions of Contract.
- (c) The accommodation required for the workmen and site office, mobilization/demobilization and storage of all plant, equipment and Construction materials.
- (d) The sources and means of procurement of water for drinking, washing and execution of work, and source and availability of electrical power, all of Contractor's cost.
- (e) Payment of taxes and duties and compliance of all applicable statutes, ordinances and law together with the rules made there under, the rules, regulations and bye-laws of public bodies or any local or other authority by the Contractor, keeping the Trustees indemnified against penalties and liabilities of every kind arising from the Contractor's failure in such compliance.
- (f) Payment of all kinds of stamp-duty for exacting the agreement or for any legal instrument including Bank Guarantees and Indemnity Bonds.

3.2. The Contractor's tender shall be in ink on the Tender Forms supplied by the Trustees, unless stipulated otherwise in the Notice-Inviting the Tender and shall be faultless in figures and free from erasing. Corrections, if any, shall only be made by scoring out and initialing of the revised figure.

3.3. If required by the Engineer or the Trustees, the Contractors in their tender or subsequently, shall disclose the names of their owners/partners/Share Holders at the required points of time. The failure in this regard shall be treated as a breach and a contract, if entered into, shall be liable to be cancelled.

- 3.4. (a) Unless other wise stipulated in the Notice Inviting the Tender/Offer, every tender must be submitted with Earnest Money of the amount calculated as per the following scale.

Estimated Value	Amount of Earnest Money	
	For works contract	For contract of supplying materials and equipment only
Up to Rs.1,00,000/-	5% of the estimated value of work	1% of the estimated value of work
Over Rs. 1,00,000/-	2% of the estimated value of work subject to a maximum of Rs. 20,000/- and minimum of Rs. 5,000/-	1/2% of the estimated value of work subject to a maximum of Rs. 10,000/- and minimum of Rs. 1,000/-

- (b) Earnest Money shall be deposited with Trustees' treasurer in cash or by Banker's Cheque of any Kolkata Branch of a Nationalized Bank of India drawn in favour of Kolkata Port Trust or in the form of an "Kolkata Port Trust" and payable at Kolkata / Haldia Holding as the case may be and the receipt granted there for be kept attached to the Tender / offer in the Sealed Cover.
- (c) Earnest Money of un-accepted tender shall be refunded without any interest through A/c. Payee Cheque drawn on a Nationalized Bank of Kolkata / Haldia.
- (d) The enlisted (registered) Contractors of the Trustees, who have deposited fixed Security with the Trustees FA & CAO / Manager (Finance) according to his Class of Registration, shall be exempt from depositing the Earnest Money, as per the following scale:

Class of registration	Amount of fixed security	Financial Limit of each Tenderer
A	Rs. 10,000/-	Any tender priced upto Rs. 2,00,000/-
B	Rs. 5,000/-	Any tender priced upto Rs. 1,00,000/

C	Rs. 2,500/-	Any tender priced upto Rs. 50,000/
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(e) (i) Tender submitted without requisite Earnest Money may be liable to rejection.

(ii) If before expiry of the validity period of his Tender/offer, the tender amends his quoted rates or tender/ offer making them unacceptable to the Trustees and/or withdraws his tender/offer, the Earnest Money deposited shall be liable to forfeiture of the option of the Trustees.

(iii) The Earnest Money of accepted Tender/offer shall be retained by the Trustees as part of the Security Deposit, for which a separate Treasury Receipt shall be issued to the Contractor after cancellation of the previous Receipt of Earnest Money.

(iv) Balance security for works contract shall be recovered by deduction from all progressive Bill (including final Bill, if necessary) @ 10% of the gross value of work in each such bill, so that the total recovery may not exceed the quantum computed as per the under noted percentages of the total value of work actually done up to the stage of completion.

Value of Work	% of Security Deposit for works contract	% of Security Deposit for Contract of supplying materials and equipment only
For works up to Rs. 10,00,000/-	10% (Ten percent )	1% ( One percent )
For works costing more than Rs.10,00,000/- and up to Rs.20,00,000/-	10% on first Rs. 10,00,000/- + 7 1/2% on the balance	1% on first Rs.10,0,000/-+1/2% on the balance
For works costing more than Rs.20,00,000/-	10% on first Rs. 10,00,000/- + 7 1/2% on next Rs.10,00,000/-+ 5% on the balance	1% on first Rs.10,0,000/-+1/2% on next Rs.10,00,000/-+ 1/4% on the balance

(v) Balance Security for Contract of supplying materials and equipment computed in terms of the percentages given above, shall have to be deposited with the trustees' Treasurer in advance and within 30 days from the date of placement of supply order, either in cash or by A/c. Payee Draft of a Nationalized Bank of India drawn in favour of Kolkata Port Trust and payable at Kolkata / Haldia, as the case may be.

(vi) No interest shall be paid by the trustees to the Tenderer / Contractor on the amount of Earnest Money / Security Deposit held by the Trustees, at any stage.

3.5.(i) The Security Deposit shall be refunded to the Contractor in terms of Clause 9.3 hereinafter and subject to deduction, if any, under the provision of Sub-Clause 3.5(ii) herein below. If, however, the contract provides for any maintenance period, 50% of the Security Deposit may be refunded against any of the Treasury Receipt for that amount on expiry of half of the maintenance period and the balance deposit on the said maintenance period and after the Engineer has certified the final completion of work in form G.C.2 and the Contractor has submitted his "No Claim" Certificate in form G.C.3.

(ii) The Security Deposit/Earnest Money may be liable to forfeiture at the option of the Trustees, if the Contractor fails to carry out the work or to perform/observe any of the conditions of the contract. The Trustees shall also be at liberty to deduct any of their dues from the Security Deposit, fixed Security, Earnest Money or from any sum due or to become due to the Contractor under any other contract.

3.6. If stipulated in the contract as a Special Condition, the Contractor shall have to submit to the Engineer a performance Bond in the form of an irrevocable guarantee from Kolkata/Haldia Branch, as the case may be, of any Nationalized Bank of India in the proforma annexed hereto and for the sum and period as mentioned in the letter of acceptance of the Tender/Offer, within 15 days from the date of such letter, failing which the contract shall be liable to be terminated and the Earnest Money are liable to forfeiture; all at discretion of the Engineer. The cost of obtaining this or any other Bank Guarantee and/or the revalidation thereof, wherever required, has to be borne by the Contractor and it shall be his sole responsibility to arrange for timely revalidation of such bank guarantee, failing which and for non-fulfillment of any contractual obligation by the Contractor, the Engineer and/or the Trustees shall be at liberty to raise claim against the Guarantee and/or enforce the same unilaterally.

#### 4. THE CONTRACT & GENERAL OBLIGATIONS OF CONTRACTOR

4.1. (a) The contract documents shall be drawn-up in English language.

(b) The contract shall be governed by all relevant Indian Acts as applicable only within the jurisdiction of the High Court at Kolkata, India, including the following Act :

1. The Indian Contract Act, 1872
2. The Major Port Trust, Act, 1963
3. The Workmen's Compensation Act, 1923
4. The Minimum Wages Act, 1948
5. The Contract Labour (Regulation & Abolition) Act, 1970
6. The Dock Workers' Act, 1948
7. The Indian Arbitration Act (1940) (in the case of a definite Arbitration Agreement only).

4.2 After acceptance of his Tender / Offer and when called upon to do so by the Engineer or his representative, the Contractor shall, at his own expense, enter into and execute a Contract Agreement to be prepared by him in the form annexed hereto. Until such Contract Agreement is executed the other documents referred to in the definition of the term "Contract" here-in-before shall collectively be the Contract.

4.3 Several documents forming the contract are to be taken as mutually explanatory of one another. Should there be any discrepancy, ambiguity, omission or error in the various contract documents, the Engineer shall have the power to correct the same and his decision shall be final and binding on the parties to the Contract.

4.4 Two copies of the Drawing referred to in the General and Special Conditions of Contract and in the Bill of Quantities, shall be furnished by the Engineer to the Contractors free of cost for his use on the work, but these shall remain the property of the Trustees and hence, the Contractor shall return them to the Engineer or his Representative on completion of the work. if not torn or mutilated on being regularly used at site.

4.5 The Contractor shall prove and make at his own expense any working or progress drawings required by him or necessary for the proper execution of the works and shall, when required, furnish copies of the same free of cost to the Engineer for his information

and/ or approval, without meaning thereby the shifting of Contractor's responsibility on the engineer in any way whatsoever.

- 4.6 The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof without the written permission of the engineer. Even if such permission be granted, the Contractor shall remain responsible (a) for the acts, defaults and neglect of any sub-contractor, his agents servants or workmen as fully as if these were the acts, defaults or neglects of the Contractor himself or his agents, servants or workmen, and (b) for his full and entire responsibility of the contract and for active superintendence of the works by him despite being sublet, provided always that the provision of labourers on a "piece rate" basis shall not be deemed to be subletting under this clause.
- 4.7 Unless otherwise specified, the Contractor shall be deemed to have included in his Tender /Offer all his cost for supplying and providing all constructional plant, temporary work, materials both for temporary and permanent works, labour including supervision thereof transporting to and from the site and in and about the work, including loading, unloading, fencing, watching, lighting, payment of fees, taxes and duties to the appropriate authorities and other things of every kind required for the construction, erection, completion and maintenance of the work.
- 4.8 The Contractor shall be solely responsible for the adequacy, stability and safety of all site operations and methods of construction, even if any prior approval thereto has been taken from the Engineer or his Representative. The Contractor shall not be responsible for the correctness of the design or specification of the Temporary and Permanent works formulated by the Engineer; but the contractor shall be fully responsible for the correct implementation thereof as also for any design and specification prepared / proposed / used by the Contractor.
- 4.9 Whenever required by the Engineer or his Representative, the Contractor shall submit to him the details of his (a) programme for execution of the work, (b) proposed procedure and methods of work, (c) proposed deployment of plant, equipment labour, materials and temporary works. The submission to and/ or any approval by the Engineer or his Representative to any such programme or particulars, shall not relieve the Contractor of any of his obligations under the contract. If for any reason the contractor be unable to adhere to his earlier programme, he shall submit his revised programme for completion of work within the stipulated time whenever asked to do so.

4.10 Necessary and adequate supervision shall be provided by the Contractor during execution of the works and as long thereafter as the Engineer or his Representative shall consider necessary during the maintenance period. The Contractor or his competent and authorised agent or representative shall be constantly at site and instructions given to him by the Engineer or his Representative in writing shall be binding upon the Contractor subject to limitation in clause 2.5 hereof. The Contractor shall inform the Engineer or his Representative in writing about such representative/agent of him at site.

4.11 The Contractor shall employ in execution of the Contract only qualified, careful and experienced persons and the Engineer shall be at liberty to direct the Contractor to stop deployment of any of his staff, workmen or official at site and the Contractor shall within 48 hours comply with such instruction without any demur, whenever the Engineer shall feel that the deployment of the person concerned will not be conducive to the proper and timely completion of the work.

4.12 The Contractor shall be responsible for the true and proper setting-out of the works in relation to reference points/lines/levels given by the Engineer in writing. The checking of any setting-out or of any alignment or level by the Engineer or his Representative shall not in any way relieve the contractor of his responsibility for the correctness thereof and he shall fully provide, protect and preserve all stakes, templates, bench marks, sight rails, pegs, level marks, profile marks and other things used in setting-out the works.

4.13 From the commencement of the works till issue of the completion certificate in Form G.C.1, vide Clause 5.12 hereof, the contractor shall take full responsibility for the care thereof. Save for the excepted risks, any damage, loss or injury to the work or any part thereof shall be made good by the Contractor at his down cost as per instruction and to the satisfaction of the Engineer, failing which the Engineer or his Representative may cause the same to be made good by any other agency and the expenses incurred and certified by the Engineer, shall be recoverable from the Contractor in whatever manner the Engineer shall deem proper. This Clause will not apply to that part of the work, which might have been taken over by the Trustees on partial completion of the work and in such case the Contractor's obligation will be limited to repairs and replacement for manufacturing or construction defects during the Maintenance period (Guarantee Period) as per the directions of the Engineer as also for defects/ damages if any caused to the work by the Contractor during such repairs and replacement in the maintenance period.

4.14 The Contractor shall at his own cost protect, support and take all precautions in regard to the personnel or structure or services or properties belonging to the Trustees or not, which

may be interfered with or affected or disturbed or endangered and shall indemnify and keep indemnified the Trustees against claim for injury, loss or damage caused by the Contractor in connection with the execution and maintenance of the work to the aforesaid properties, structures and services and/ or to any person including the Contractor's workmen. Cost of Insurance Cover, if any, taken by the Contractor shall not be reimbursed by the Trustees, unless otherwise stipulated in the Contract.

4.15 The Contractor shall immediately inform the Engineer's Representative if any fossil, coins, articles of value or antiquity and structures and other remains or things of geological or archaeological importance be discovered at site which shall remain the property of the Trustees and protect them from being damaged by his workmen and arrange for disposal of them at the Trustees expense as per the instruction of the Engineer's Representative.

4.16 The Contractor shall be deemed to have indemnified the Trustees against all claims, demands, actions and proceedings and all costs arising there from on account of :

- i. Infringement of any patent right, design, trade-mark, or name or other protected right, in connection with the works or temporary work.
- ii. Payment of all royalties, rent, toll charges, local taxes, other payments or compensation, if any, for getting all materials and equipment required for the work.
- iii. Unauthorized obstruction or nuisance caused by the Contractor in respect of Public or Private road, railway tracks, footpaths, crane tracks, waterways, quays and other properties belonging to the Trustees or any other person.
- iv. Damage/injury caused to any highway and bridge on account of the movement of Contractor's plants and materials in connection with the work.
- v. Pollution of waterway and damage caused to river, lock, sea-wall or other structure related to waterway, in transporting contractor's plants and materials.
- vi. The Contractor's default in affording all reasonable facilities and accommodation as per the direction of the Engineer or his Representative to the workmen of the Trustees



and other agencies employed by or with the permission and / or knowledge of the Trustees on or near the site of work.

- 4.17 Debris and materials, if obtained by demolishing any properly, building or structure in terms of the Contract shall remain the property of the Trustees.
- 4.18 The Contractor's quoted rates shall be deemed to have been inclusive of the following:
- (a) Keeping the site free of unnecessary obstruction and removal from site of constructional plant wreckage, rubbish, surplus earth or temporary works no longer required.
  - (b) Cleaning and removal from site all the surplus materials of every kind to leave the site clean and tidy after completion of the work, without which payment against final bill may be liable to be withheld.
  - (c) Precautionary measures to secure efficient protection of Docks, the River Hooghly and other waterways against pollution of whatever nature during execution and maintenance of the works, and to prevent rubbish, refuse and other materials from being thrown into the water by the Contractor's men or those of his agency.
  - (d) Making arrangements for deployment of all labourers and workers, local or otherwise including payment for their wages, transport, accommodation, medical and all other statutory benefits and entry permits, wherever necessary.
  - (e) Making arrangements in or around the site, as per the requirements of Kolkata Municipal Corporation or other local authority or the Engineer or his Representative, for preventing (i) spread of any infectious disease like smallpox, cholera, plague or malaria by taking effective actions for destruction of rats, mice, vermin, mosquitoes etc. and by maintaining healthy and sanitary condition, (ii) illegal storage and distribution of Drugs, Narcotics, Alcoholic liquor, Arms and Ammunitions, (iii) unlawful, riotous or disorderly conduct of the Contractor's or his Sub-Contractor's workmen, (iv) deployment of workmen of age less than 16 years.
- 4.19 Every direction or notice to be given to the Contractor shall be deemed to have been duly served on or received by the Contractor, if the same is posted or sent by hand to the address given in the tender or to the Contractor's Site Office or in case of Trustee's enlisted Contractor to the address as appearing in the trustee's Register or to the Registered Office of the Contractor. The time mentioned in these conditions for doing

any act after direction or notice shall be reckoned from the time of such posting or dispatch.

- 4.20 The Contractor and his sub-contractor or their agents and men and any firm supplying plant, materials, and equipment shall not publish or caused to be published any photographs or description of the works without the prior authority of the Engineer in writing.
- 4.21 The Contractor shall, at the Trustees' cost to be decided by the Engineer, render all reasonable facilities and Co-operation as per direction of the Engineer or his representative to any other Contractor engaged by the Trustees and their workmen, to the Trustees' own staff and to the men of other Public Body on or near the site of work and in default, the contractor shall be liable to the trustees for any delay or expense incurred by reason of such default.
- 4.22 The work has to be carried out by the Contractor causing the minimum of hindrance for any maritime traffic or surface traffic.
- 4.23 All constructional plants, temporary works and materials when brought to the site by the contractor, shall be deemed to be the property of the Trustees who will have a lien on the same until the satisfactory completion of the work and shall only be removed from the site in part or in full with the written permission of the Engineer or his Representative.

## **5. COMMENCEMENT, EXECUTION AND COMPLETION OF WORK**

- 5.1. The contractor shall commence the work within 7 days of the receipt of Engineer's letter informing acceptance of the Contractor's tender / offer by the Trustees or within such preliminary time as mentioned by the contractor in the Form of Tender or the time accepted by the Trustees. The contractor shall then proceed with the work with due expedition and without delay, except as may be expressly sanctioned or ordered by the Engineer or his Representatives, time being deemed the essence of the contract on the part of the Contractor.
- 5.2. The Contractor shall provide and maintain a suitable office at or near the site, to which the Engineer's Representative may send communications and instructions for use of the Contractor.

- 5.3. Unless specified otherwise in the contract or prior permission of the Engineer has been taken, the contractor shall not execute the work beyond the working hours observed by the Engineer's Representative and on Sundays and Holidays observed in the trustees system, except in so far as it becomes essential on account of tidal work or for safety of the work. If the progress of the work lags behind schedule or the work has been endangered by any act or neglect on the part of the contractor, then the Engineer or his Representative shall order and the contractor at his own expense shall work by day and by night and on Sundays and Public Holidays. Any failure of the Engineer or his Representative to pass such an order shall not relieve the contractor from any of his obligations. The Engineer's decision in this regard shall be final, binding and conclusive.
- 5.4. Unless stipulated otherwise in the contract, all materials required for the work shall be procured and supplied by the contractor with the approval of the Engineer or his Representative and subject to subsequent testing as may be required by the Engineer or his Representative. The engineer shall exercise his sole discretion to accept any such materials.
- 5.5. Unless stipulated otherwise, in the contract, all materials, workmanship method of measurement shall be in accordance with the relevant Codes (Latest Revision) of the Bureau of Indian Standards and the written instructions of the Engineer or his Representative. Where no specific reference is available in the contract, the materials and workmanship shall be of the best of their respective kinds to the satisfaction of the Engineer.
- 5.6. Samples shall be prepared and submitted for approval of the Engineer or his Representative, whenever required to do so, all at the contractor's cost.
- 5.7. Unless stipulated otherwise in the contract, the cost of any test required by the Engineer or his representative in respect of materials and workmanship deployed on the work shall be borne by the contractor.
- 5.8. Regarding the supply of any materials by the Trustees to the contractor in accordance with the contract, the following conditions shall apply :
- (a) The contractor shall, at his own expense, arrange for transporting the materials from the Trustees' Stores, watching, storing and keeping them in his safe custody, furnishing of statement of consumption thereof in the manner required by the Engineer or his representative, return of surplus and empty container to the Trustees' Stores as per the direction of the Engineer or his Representative.

- (b) Being the custodian of the Trustees' materials, the contractor shall remain solely responsible for any such materials issued to him and for any loss or damage thereof for any reason other than "Excepted Risks", the contractor shall compensate the Trustees' in the manner decided by the Engineer and shall at no stage remove or cause to be removed any such material from the site without his permission.
- (c) The Trustees' materials will generally be supplied in stages and in accordance with the rate of progress of work, but, except for grant of suitable extension of completion time of work as decided by the Engineer, the contractor shall not be entitled to any other compensation, monetary or otherwise, for any delay in the supply of Trustees' materials to him. The Contractor shall, however communicate his requirement of such materials to the Engineer from time to time.
- (d) Unless stipulated otherwise in the contract, the value of the Trustees' materials issued to the contractor shall be recovered from the Contractor's bills and / any of his other dues. Progressively according to the consumption thereof on the work and / or in the manner decided by the Engineer or his Representative and at the rate / stipulated in the contract. These rates shall only be considered by the contractor in the preparation of his tender/offer and these will form the basis of escalation / variation, if in future the contractor is required to procure and provide any such material on the written order of the Engineer consequent on the Trustees' failure to effect timely supply thereof.
- (e) If the Engineer decides that due to the contractor's negligence, and of the Trustees' materials issued to the contractor has been – (i) lost or damaged, (ii) consumed in excess of requirement, and (iii) wasted by the contractor in excess of normal wastage, then the value thereof shall be recovered from the contractor's bills or from any of his other dues, after adding 19 ¼% extra over the higher one of the followings –
  1. The issue rate of the materials at the Trustees' Stores, and
  2. The market price of the material on the date of issue as would be determined by the Engineer.

5.9. The Engineer or his Representative shall have the power to inspect any material and work at any time and to order at any time – (i) for removal from the site of any material which in his opinion is not in accordance with the contract or the instruction of the Engineer or his Representative, (ii) for the substitution of the proper and suitable materials, or (iii) the removal and proper re-execution of any work, which in respect of material and workmanship is not in accordance with the contract or the instructions of the Engineer. The contractor shall comply with such order at his own expense- and within the time specified in the order. If the contractor falls to comply, the Engineer shall be at liberty to

dispose and such materials and re-do any work in the manner convenient to the Trustees by engaging any outside agency at the risk and expense of the contractor and after giving him a written prior notice of 7 days. The total liability of the Contractor is limited to the total value of the project (Capital and Operational Cost).

5.10. No work shall be covered up and put out of view by the contractor without approval of the Engineer or his Representative and whenever required by him the contractor shall uncover any part or parts of the work or make openings in or through the same as may be directed by the Engineer or his Representative from time to time and shall reinstate or make good those part of works thus affected to the satisfaction of the Engineer, all at the cost of the contractor. The Trustees shall reimburse such cost as determined by the Engineer, if the initial covering up was with prior written order of the Engineer or his Representative.

5.11. On a written order of the Engineer or his Representative the contractor shall delay or suspend the progress of the work till such time the written order to resume the execution is received by him. During such suspension the contractor shall protect and secure the work to the satisfaction of the Engineer or his Representative. All extra expenses in giving effect to such order shall be considered by the Trustees, unless such suspension is ---

1. Otherwise provide for in the contract, or
2. Necessary by reason of some default on the part of the Contractor, or
3. Necessary by reason of climatic conditions on the site, or
4. Necessary for proper execution of the works or for the safety of the works or any part thereof.

The Engineer shall settle and determine such extra payment and / or Extension of completion time to be allowed to the contractor, as shall, in the opinion of the Engineer, be fair and reasonable.

5.12 If at any time before or after commencement of the work the Trustees do not require the whole of the work tendered for, the Engineer shall notify the same to the contractor in writing and the contractor shall stop further works in compliance of the same. The Contractor shall not be entitled to any claim for compensation for underived profit or for such premature stoppage of work or on account of curtailment of the originally intended work by reason of alteration made by the Engineer in the original specifications, drawings, designs and instruction.

5.13 When the whole of the work has been completed to the satisfaction of the Engineer and has passed any final test prescribed in the contract, the contractor shall, within 21 days of submission of his application to the Engineer be entitled to receive from him a certificate for completion of work in Form G.C.1 annexed hereto. If any part of the total work having been completed to the satisfaction of the Engineer, be takeover and / or used by the Trustees the Contractor shall on application be entitled to partial completion certificate in the Form of G.C.1 indicating the portion of the work covered by it, so that the Contractor's liability during maintenance period of the contract, if any, shall commence from the date mentioned in such certificate so far as the completed portion of the work is concerned.

## **6. TERMS OF PAYMENT :**

6.1. No Sum shall be considered as earned by or due to the Contractor in respect of the work till final and satisfactory completion thereof and until a certificate of final completion in Form G.C.2 has been given by the Engineer. On account payments, if any, made prior to issue of the certificate in Form G.C.2, shall all be treated as mere advances, which shall stand recoverable in full or in part, if the Engineer so decides in the context of Contractor's unfulfilled contract condition, if any.

6.2. All payments shall be made to the Contractor on the basis of measurement of actual work done, as recorded in the Trustees' measurement books and at accepted tendered or at agreed rates, as the case may be except as otherwise provided in the contract and when the Engineer decided any other rate for change in the scope of work or omission, if any, on the part of the Contractor.

6.3. For work of sanctioned tender value more than Rs. 50,000/- or having an initially stipulated completion period of 4 months or more, on account payments may be made at the discretion of the Engineer or his Representative at intervals deemed suitable and justified by him. Provided always that, subject to execution of work of substantial value in the context of the contract price, the interval of such on account payments shall be decided by the Engineer or his Representative, which shall ordinarily not be less than 1 month in between two payments for on account bill and / or advance.

6.4. Measurement for works done shall be progressively taken by the Engineer's Representative and entered in the Trustees' Measurement Book, at intervals deemed suitable and proper by him and / or the Engineer. The Contractor or his duly accredited Representative or Agent shall remain present at the time of such measurement and assist the Engineer's Representative in every manner required by him. After the measurements taken have been entered in the Measurement Book, the Contractor or his Agent shall sign the Measurement Book at the end of such Measurements over the Contractor's Rubber

Stamp as a taken of acceptance of all such measurements, recorded above and prior to such signature. If the Contractor or his Agent fails to participate even other 3 days written notice from the Engineer's Representative the measurement shall be taken ex-part by the Engineer's representative and those shall be accepted by the Contractor.

- 6.5. Based on the quantum of work and the value thereof computed in the Measurement Book, the Contractor shall type out his bill in the proforma approved by the Engineer and submit the same to the Engineer's Representative in quadruplicate, duly signed by him or his accredited Agent over his Rubber Stamp. The Engineer or his Representative may, in his absolute discretion, allow advance payment against such bill to the extent of an amount not exceeding 75% of the "net payable" sum of the said bill, subject to adjustment thereof against the bill at the time of checking and auditing the bill at the Trustees end., The measurement Book will not be handed over to the Contractor; but he will obtain the abstracts of quantities, amount and recoveries to type out the bill.
- 6.6. At the discretion of the Engineer or his Representative and only in respect of accepted offers/ where estimated amount put to tender would be Rs. 2,00,000/- or more, advance payment may be made to the extent of 75% of the value of any material purchased and brought to the site by the Contractor. Provided always that—
- i. The materials shall, in the opinion of the Engineer or his Representative, be of imperishable nature.
  - ii. The value of such materials shall be assessed by the Engineer or his Representative, at their own discretions,
  - iii. A formal agreement has been drawn up with the contractor, under which the Trustees secure a lien on the contractor's materials.
  - iv. The materials are safe-guarded by the contractor against losses, shortage and misuse due to the contractor postponing the execution of the work or otherwise,
  - v. In the event of shortage of such materials within the Trustees' protected areas in the Docks, the contractor shall submit an indemnity Bond in the proforma and manner acceptable to Trustee' whereby the contractor shall indemnify the Trustees' against all financial loss/ damage, on account of loss/ damage to such materials for whatever reasons.
  - vi. In the event of storage of such materials outside the Trustees' protected areas the Contractor shall submit to the Engineer an irrevocable Bank Guarantee favouring the Trustees and for the same sum as is being advance, in the proforma and manner acceptable to the Trustees. The Guarantee shall be of a Kolkata / Haldia Branch of any

Nationalised Bank or a Scheduled Commercial bank, as the case may be, acceptable to the Trustees and shall remain valid till the anticipated period of consumption of such materials in the work. The Bank Guarantee must bear an undertaking by the issuing Bank guaranteeing automatic payment of the guaranteed sum to the Trustees by the Bank on the date of expiry of the validity of the Guarantee, unless with the prior written approval of the Engineer on behalf of the Trustees, the Bank has extended the validity of the Guarantee.

vii. The amount of advance shall be recoverable from the contractor's bills or any other dues, progressively with the consumption of the materials on the basis of quantity consumed. Consequent on full recovery of the advance the Indemnity Bond / Bank Guarantee, vide sub-clause (v) & (vi) above, shall be returned to the Contractor duly discharged by the Engineer on behalf of the Trustees.

6.7. No Certificate of the Engineer or his Representative shall protect the Contractor against or prevent the Trustees from obtaining repayment from the Contractor, in case the Engineer or his Representative should over certify for payment or the Trustees should over-pay the Contractor on any account.

6.8. No claim for interest shall be admissible to the Contractor at any stage and in respect of any money or balance or Bank Guarantee, which may be due to the Contractor from the Trustees, owing to dispute or otherwise or for any delay on the part of the Trustees in making interim or final payment or otherwise.

## **7. VARIATION AND ITS VALUATION:**

7.1. The Quantities set out in the Bill of Quantities of the tender shall be treated as estimated quantities of the work and shall never be deemed as actual or correct quantities of the works to be executed by the contractor in fulfillment of his obligation under the contract.

7.2. The Engineer shall have the power to order the Contractor in writing to make any variation of the Quantity, quantity or form of the works or any part thereof that may, in his opinion, be necessary and the Contractor upon receipt of such an order shall act as follows:

- a) Increase or decrease the quantity of any work included in the contract.
- b) Omit any work included in the contract.
- c) Change the Character or quality or kind of any work included in the contract.
- d) Change the levels, lines, position and dimensions of any part of the work, and



- e) Execute extra and additional work of any kind necessary for completion of the works.

7.3. No such variation shall in any way vitiate or invalidate the contract or be treated as revocation of the contract, but the value (if any) of all such variations evaluated in accordance with the Engineer's sole decision shall be taken into account and the contract price shall be varied accordingly.

7.4. Provided always that written order of the Engineer shall not be required for increase or decrease in the quantity of any work up to 15% where such increase or decrease is not the result of any variation order given under this clause but is the result of the quantities exceeding or being less than those stated in the bill of quantities. Provided also that verbal order of variation from the Engineer shall be complied with by the Contractor and the Engineer's subsequent written confirmation of such verbal order shall be deemed to be an order in writing within the meaning of this clause.

7.5. a) The Contractor shall not be entitled to any claim of extra or additional work unless they have been carried out under the written orders of the Engineer.

- b) The Engineer shall solely determine the amount (if any) to be added to or deducted from the sum named in the tender in respect of any extra work done or work omitted by his order.

- c) All extra, additional or substituted work done or work omitted by order of the Engineer shall be valued on the basis of the rates and prices set out in the contract, if in the opinion of the Engineer, the same shall be applicable. If the contract does not contain any rates or prices directly applicable to the extra additional or substituted work, then the Engineer may decided the suitable rates on the basis of Schedule of Rates (including surcharge in force at the time of acceptance of tender), if any, adopted by the Trustees with due regard to the accepted contractual percentage, if any thereon. In all other cases the Engineer shall solely determine suitable rates in the manner deemed by him as fair and reasonable, and his decision shall be final, binding and conclusive.

- d) If the nature or amount of any omission or addition relative to the nature or amount of the whole of the contract work or to any part thereof shall be such that, in the opinion of the Engineer, the rate of prices contained in the contract for any item of the works or the rate as evaluated under sub-clauses (b) and (c) of this clause, is by reason of such omission or addition rendered unreasonable or in-applicable the Engineer shall fix

such other rate or price as he deems proper and the Engineer's decision shall be final, binding and conclusive.

## **8. DELAY/EXTENSION OF COMPLETION TIME/LIQUIDATED DAMAGE/TERMINATION OF CONTRACT**

8.1. Should the quantum of extra or additional work of any kind or delayed availability of the Trustees' materials to be supplied as per contract or exceptionally adverse climatic conditions and natural phenomenon or strikes, lock-outs, civil commotions or other special circumstances of any kind beyond the control of the Contractor cause delay in completing the work, the contractor shall apply to the Engineer in writing for suitable extension of completion time within 7 days from the date of occurrence of the reason and the Engineer shall thereupon consider the stated reasons in the manner deemed necessary and shall either reject the application or determine and allow in writing the extension period as he would deem proper for completion of the work, with or without the imposition of "Liquidated Damaged" Clause (No.8.3 hereof) on the Contractor and his decision shall be binding on the contractor. If an extension of completion time is granted by the Engineer, the clause No.8.3 of the Liquidated damage shall apply from its date of expiry, if the work be not completed within the extended time, unless stated otherwise in the decision communication by the Engineer, as aforesaid.

8.2. a) If the Contractor fails to complete the work within the stipulated dates or such extension thereof as communicated by the Engineer in writing, the contractor shall pay as compensation (Liquidated Damage) to the Trustees and not as a penalty, ½ % (half percent) of the total value of work (contract price) as mentioned in the letter of acceptance of the tender/offer, for every week or part thereof the work remains unfinished. Provided always that the amount of such compensation shall not exceed 10% the said value of work.

b) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damage in Sub-Clause (a) of this clause, from any money due or likely to become due to the contractor. The payment or deduction of such compensation / damage shall not relieve the Contractor from his obligation to complete the work or from any of his other obligations / liabilities under the contract and in case of the Contractor's failure and at the absolute discretion of the Engineer, the work may be ordered to be completed by some other agency at the risk and expense of the Contractor, after a minimum three days notice in writing has been given to the contractor by the Engineer or his Representative.

8.3. Without being liable for any compensation to the Contractor , the Trustees may , in their absolute discretion , terminate the contract due to occurrence of any of the following reasons and decision of the Trustees in this respect, as communicated by the Engineer shall be final and conclusive :

- (i) The Contractor has abandoned the contract.
  
- (ii) In the opinion of the Engineer, either the performance of the Contractor is not satisfactory or the work is not getting completed within the agreed period on account of Contractor's lapses.
  
- (iii) The Contractor has failed to commence the work or has without any lawful excuse under these conditions , has kept the work suspended despite receiving the Engineer's or his Representative's written notice to proceed with the work.
  
- (iv) The Contractor has failed to remove materials from site after receiving from the Engineer or his Representative the written notice stating that the said materials or work are rejected by him .
  
- (v) The Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
  
- (vi) Any bribe, commission, gift or advantage is given, promised or offered by or on behalf of the contractor to any officer, servant or representative of the Trustees or to any person on his or their behalf in relation to the obtaining or to the execution of the contract.
  
- (vii) The Contractor is adjudged insolvent or enters in to composition with his creditors or being a company goes in to liquidation either compulsorily or voluntarily.

8.3.1 Upon receipt of the letter of termination of work, which may be issued by the Engineer on behalf of the Trustees, the Contractor shall hand over all the Trustees'

tools, plant and materials issued to him at the place to be ascertained from the Engineer, within 7 days of receipt of such letter.

8.3.2 In all such cases of Termination of work, the Trustees shall have the power to complete the Work through any other agency of the Contractor's risk and expense and the Contractor shall be debited any sum or sums that may be expended in completing the work beyond the amount that would have been due to the contractor, had he duly completed the whole of the work in accordance with the contract.

8.3.3 Upon termination of contract, the contractor shall be entitled to receive payment of only 90 % of the value of the work actually done or materials actually supplied by him and subject to recoveries as per contracts, provided the work done and materials conform to specifications at the time of taking over by the Trustees. The payment for work shall be based on measurements of actual work done and priced at approved contract rates or other rates, as decided by the Engineer. The payment for materials supplied shall be at the rates as decided by the Engineer, which shall in no case be more than market rates prevailing at the time of talking over by the Trustees. The Engineer's decision in all such case shall be final, binding and conclusive.

8.3.4 The Trustees shall have the power to retain all moneys due to the Contractor until the work is completed by other agency and the Contractor's Liabilities to the Trustees and known in all respect.

## **9. MAINTENANCE AND REFUND OF SECURITY DEPOSIT**

9.1. On completion of execution of the work the contractor shall maintain the same for a period, as may be specified in the form of a Special Condition of the Contract, from the date mentioned in the initial Completion Certificate in the Form G.C.1. Any defect / fault, which may appear in the work during aforesaid maintenance period, arising, in the sole opinion of the Engineer or his Representative, from materials or workmanship not in accordance with the contract or the instruction of the Engineer or his Representative, shall, upon the written notice of the Engineer or his Representative, be amended and made good by the Contractor at his own cost within seven days of the date of such notice, to the satisfaction of the Engineer or his Representative, failing which the Engineer or his Representative shall have the defects amended and made good through other agency at

the Contractor's risk and cost and all expenses, consequent thereon or incidental thereto, shall be recoverable from the Contractor in manner deemed suitable by the Engineer.

9.2. The Contract shall not be considered completed and the work shall not be treated as finally accepted by the Trustees, until a final Completion Certificate in from G.C. 2 annexed hereto shall have been signed and issued by the Engineer to the contractor after all obligations under the Contract including that in the maintenance period, if any, have been fulfilled by the Contractor. Previous entry on the works or taking possession, working or using thereof by the trustees shall not relieve the Contractor of his obligations under the contract for full and final completion of the work.

9.3. On completion of the contract in the manner aforesaid, the Contractor may apply for the refund of his Security Deposit by submitting to the Engineer (i) The Treasury Receipts granted for the amount of Security held by the Trustees, and (ii) his "No further claim" Certificate in from G.C.3 annexed hereto (in original), where upon the Engineer shall issue Certificate in from G.C.2 and within two months of the Engineer's recommendation, the Trustees shall refund the balance due against the Security Deposit to the Contractor, after making deduction there from in respect of any sum due to the Trustees from the Contractor.

## **10. INTERPRETATION OF CONTRACT DOCUMENTS , DISPUTES & ARBITRATION**

10.1. In all disputes, matters , claims , demands or questions arising out of or connected with the interpretation of the Contract including the meaning of Specifications and Instructions or as to the quality of workmanship or as to the materials used in the work or the execution of the work whether during the progress of the work or after the completion and whether before or after the determination , abandonment or breach of the contract the decision of the Engineer shall be final and binding on all parties to the contract and shall forthwith be given effect to by the Contractor.

10.2. If, the Contractor be dissatisfied with any such decision of the Engineer, he shall within 15 days after receiving notice of such decision require that the matter shall be referred to Chairman, who shall thereupon consider and give a decision.

10.3. If, however, the contractor be still dissatisfied with the decision of the Chairman , he shall, within 15 days after receiving notice of such decision required that within 60 days from his written notice , the Chairman shall refer the matter to an Arbitrator of the panel of Arbitrators to be maintained by the Trustees for the purpose and any such reference

shall be deemed to be a submission to arbitration within the meaning of Indian Arbitration Act, 1940 or any statutory modification thereof.

10.3.1 If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another person from panel shall be appointed as Sole Arbitrator and he shall proceed from the stage at which it was left by his predecessor.

10.3.2 The Arbitrator shall be deemed to have entered on reference on the date he issues notice to both the parties fixing the date of first hearing.

10.3.3 The time limit within which the Arbitrator shall submit his award shall normally be 4 months as provided in Indian Arbitration Act, 1940 or any amendment thereof. The Arbitrator may, if found necessary, enlarge the time for making and publishing the award, with the consent of the parties.

10.3.4 The Venue of the arbitration shall be Kolkata or as may be fixed by the Arbitrator in his sole discretion. Upon every or any such reference to cost of any incidental to the reference and award respectively shall be in discretion of the Arbitrator who may determine, the amount thereof or by whom and to whom and in what manner the same shall be borne and paid.

10.3.5 The Award of the Arbitrator shall be final and binding on all parties subject to the provisions of the Indian Arbitration Act, 1940 or any amendment thereof. The Arbitrator shall give a separate award in respect of each item of disputes and respective claim referred to him by each party and give reason for the award.

10.3.6 The Arbitrator shall consider the claims of all the parties to the contract within only the parameters of scope and conditions of the contract in question.

10.3.7 Save as otherwise provided in the contract the provisions of the Arbitration Act, 1940 and rules made there under, for the time being in force, shall apply to the arbitration proceedings under this Clause.

10.4. The Contractor shall not suspend or delay the work and proceed with the work with due diligence in accordance with Engineer's decisions. The Engineer also shall not withhold any payment, which, according to him, is due or payable to the Contractor, on the ground that certain disputes have cropped up and are likely to be referred to arbitration.

10.5. Provided always as follows :

(a) Nothing of the provisions in paragraphs 10.3 to 10.3.7 hereinabove would apply in the case of contracts, where tendered amount appearing in the letter of acceptance of the tender/offer is less than Rs.40,00,000/-.

(b) The Contractor shall have to raise disputes or differences of any kind whatsoever in relation to the execution of the work to the Engineer within 30 days from the date of occurrence of the cause of dispute and before the preparation of the final bill, giving detailed justifications, in the context of contract conditions.

(c) Contractor's dispute, if any, arising only during the maintenance period stipulated in the contract, must be submitted to the Engineer, with detailed justifications in the context of contract Conditions, before the final completion of the work.

No dispute or difference on any matter whatsoever, pertaining to the contract can be raised by the contractor after the completion of the work.

(d) Contractor's claim / dispute raised beyond the time limits prescribed in sub-clauses 10.5(b) and 10.5(c) hereinabove, shall not be entertained by the Engineer and / or by any Arbitrator, subsequently.

(e) The Chairman / Trustees shall have the right to alter the panel of Arbitrators on their sole discretion, by adding the names of new Arbitrators and / or by deleting the names of existing Arbitrators, without any reference to the Contractor.

**THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA**

**FORM OF AGREEMENT**

THIS AGREEMENT made this .....day of.....200.....between the Board of Trustees for the Port of Kolkata, a body corporate constituted by the Major Port Trusts Act, 1963 (hereinafter called "Trustees" which expression shall unless excluded by or repugnant to the context be deemed to include their successors in office) of the one part and .....(hereinafter called " the Contractor ", which expression shall unless excluded by or repugnant to the context be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part.

WHEREAS the Trustees are desirous that certain works should be executed / constructed , viz. ....and have accepted a Tender / Offer by the Contractor for the execution and maintenance of such work NOW THIS AGREEMENT WITNESSETH as follows :

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in General Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
  - (a) The said Tender / Offer & the acceptance of the Tender / Offer
  - (b) The General Conditions of Contract
  - (c) The Special Conditions of Contract
  - (d) The Conditions of Tender
  - (e) The Technical Specifications



- (f) The Schedule of Rates
- (g) The Terms of Payment
- (h) All correspondence by which, the contract is added, amended, varied or modified in any way by mutual consent.

- 3. In consideration of the payments to be made by the Trustees to the Contractor as hereinafter mentioned , the Contractor hereby covenant with the Trustees to execute and maintain the work in conformity in all respects with the provisions of the contract.
- 4. The Trustees hereby covenants to pay to the Contractor, in consideration of such execution and maintenance of the Work, the Contract Prices at the times and in the manner prescribed by the Contract.

IN WITNESS whereof of the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

The Seal of.....  
.....

Was hereunto affixed in the presence of:

Name .....  
Address .....  
.....

**Or**

**SIGNED, SEALED AND DELIVERED**

by the said .....

*In the presence of:*

Name .....  
Address: .....  
.....

*The Common Seal of the Trustees was hereunto affixed in the presence of:*

Name.....

Address: .....

**KOLKATA PORT TURST**

**FORM G.C.1**

Contract .....

Address .....

.....

Date of Completion .....

Dear Sir/s,

This is to certify that the following works viz.

Name of the Work.....

Estimate Number E.E.O .....dt .....

C.E.O .....dt .....

Work Order Number .....

Allocation .....

Contract Number .....

Which was carried out by you is in the opinion of the undersigned completing in every respect on the ..... Day of .....20..... in accordance with clause 62 of the General Conditions of Contract and under the provisions of the Contract for a period of ..... Days /weeks / months / years.

From the ..... day of ..... 20 .....

of the ..... day of ..... 20 .....

Signature (.....)

(Engineer / Engineer's Representative)

Name.....

Designation.....

Office Seal

c.c. to The Deputy Chief Engineer ( )

The Deputy Manager ( )

Financial Adviser & Chief Accounts Officer/  
Manager (Finance), Haldia Dock Complex.

**KOLKATA PORT TURST**

**FORM G.C.2**

The Financial Adviser & Chief Accounts Officer.  
The Manager (finance), Haldia Dock Complex.

**CERTIFICATE OF FINAL COMPLETION**

This is to certify that the following works viz.

Name of Work .....  
Estimate No. E.E.O. No. .... dt .....  
C.E.O. No .....dt .....  
Work Order No .....dt .....  
Contract No .....  
Resoln. No & Meeting No .....  
Allocation .....

Which was carried out by Shri / Messrs.....is now complete in every respect in accordance with the terms of the Contract and that all the obligations under Contract have been fulfilled by the Contractor.

Signature (.....)

(Engineer / Engineer's Representative)

Name.....

Designation.....

Office Seal

**KOLKATA PORT TRUST**

**FORM G.C.3**

(‘No Claim’ Certificate From Contractor)

The Engineer  
Kolkata Port Trust  
Kolkata / Haldia

(Attn .....)

(Address, the Trustees’ Official, mentioned in  
the work Order and under whom the Contract  
was executed)

Dear Sir,

I/We do hereby declare that I/We have received full and final payment from Kolkata Port Trust for  
the execution of the following work, viz.

Name of Work .....

Work Order No ..... dt .....

Contract No .....dt.....

Agreement No .....dt.....and I/We have no  
further claim against Kolkata Port Trust in respect of the above mentioned job.

Yours faithfully,

(Signature of Contractor)

Date .....

Name of Contractor .....

Address .....

.....

(Official Seal of the Contractor)

**Draft Proforma of Bank Guarantee (Performance Bond) in lieu of cash Security Deposit, to be issued by the Kolkata/Haldia Branch, as the case may be, of any nationalized Bank of India on Non-Judicial Stamp Paper worth Rs.50/- or as decided by the Engineer / Legal Adviser of the Trustees.**

To  
The Board of Trustees  
for the Port of Kolkata.

BANK GUARANTEE NO.....DATE.....

Name of issuing Bank.....

Name of Branch.....

Address.....

In consideration of the Board of Trustees of the Port Kolkata, a body corporate - duly constituted under the Major port Trust Act, 1963 ( Act 38 of 1963), having agreed to exempt Shri / Messrs ..... a proprietary / Partnership / Limited / Registered Company, having its Registered Office at .....

(hereinafter referred to as "The Contractor") from cash payment of Security Deposit / Payment of Security Deposit through deduction from the Contractors' bills under the terms and conditions of a contract made between the Trustees and the Contractor for ..... (write the name of the work as per Work

Order) in terms of the Work order No ..... dated.....(hereinafter referred to as "the said contract"), for the due

fulfillment by the contractor of all the terms and conditions contained in the said contract, on submission of a bank Guarantee for Rs ..... (Rupees ..... ) we,.....Branch, Kolkata...../ Haldia, do on the advise of the contractor, hereby undertake to indemnify and keep indemnified the Trustees to the extent of the said sum of Rs ..... (Rupees ..... ) We.....Branch,Kolkata ...../Haldia, further agree that if a written demand is made by the Trustees through any of its officials for honoring the Bank Guarantee constituted by these presents, We,..... Branch, Kolkata ..... /Haldia shall have no right to decline to cash the same for any reason whatsoever and shall cash the same and pay the sum so demanded to the Trustees within a week from the date of such demand by an A/c. Payee Banker's Cheque drawn in favour of "Kolkata Port Trust", without any demur. Even if there be any dispute between the contractor and the Trustees, this would be no ground for us,.....(Name of Bank), ..... Branch, Kolkata...../Haldia to decline to honour the Bank Guarantee in the manner aforesaid. The very fact that We, ..... Branch,Kolkata ..... /Haldia, decline or fail or neglect to honour the Bank Guaranteed in the manner aforesaid shall constitute sufficient reason for the Trustees to enforce the Bank Guarantee unconditionally without any reference, whatsoever, to the contractor.

3. We,.....Branch,Kolkata...../ Haldia, further agree that a mere demand by the Trustees at any time and in the manner aforesaid, is sufficient for us, ..... Branch, Kolkata ..... / Haldia, to pay the amount covered by this Bank Guarantee in full and in the manner aforesaid and within the time aforesaid without reference to the contractor and no protest by the contractor, made either directly or indirectly or through Court , can be valid ground for us, ..... Branch,Kolkata ..... /Haldia, to decline or fail or neglect to make payment to the Trustees in, the manner and within the time aforesaid.

4. We, ..... Branch, Kolkata ..... /Haldia, further agree that the Bank Guaranteed herein contained shall remain in full force and effect, during the period that is taken for the due performance of the said contract by the contractor and that is shall continue to be enforceable till all the dues of the Trustees under and/or by virtue of the terms and conditions of the said contract have been fully paid and its claim satisfied and/or discharged in full and/or till the Trustees certify that the terms and conditions of the said contract have been fully and properly observed/fulfilled by the contractor and accordingly, the Trustees have discharged the Bank Guarantee, subject however, that this guarantee shall

remain valid up to and inclusive of .....day of .....19.....and subject all so that the provision that the Trustees shall have no right to demand payment against this guarantee after the expiry of 6(six) calendar months from the expiry of the aforesaid validity period up to ..... Or any extension thereof made by us, .....Branch, Kolkata ...../Haldia, in further extending the said validity period of this Bank Guarantee on Non-Judicial Stamp Paper of appropriate value, as required / determined by the Trustees, only on a written request by the Trustees to the contractor for such extension of validity of this Bank Guarantee.

5. We, ..... Branch,Kolkata ..... /Haldia, further agree that, without our consent and without affecting in any manner our obligations hereunder, the Trustees shall have the fullest liberty to vary from time to time any of the terms and conditions of the said contract or to extend the time for full performance of the said contract including fulfilling all obligations under the said contract by the contractor or to postpone for any time or from time to time any of the powers exercisable by the Trustees against the contractor and to forebear or enforce any of terms and conditions relating to the said contract and We, ..... Branch, Kolkata ...../Haldia, shall not be relieved from our liability by reason of any such variation or extension being granted to the contractor or for any fore-bearance, act or commission on the part of the Trustees or any indulgence by the Trustees to the contractor or by any such matter or thing of whatsoever nature, which under the law relating to sureties would, but for this provision, have effect of so relieving us,.....Branch, Kolkata...../Haldia.

5. We ..... Branch, Kolkata ...../Haldia, lastly undertake not to revoke this Bank Guarantee during its currency except with the previous consent of the Trustees in writing.

SIGNATURE.....  
NAME.....  
DESIGNATION.....

(Duly constituted attorney for and on behalf of)

BANK.....  
BRANCH.....  
Kolkata...../HALDIA.

(OFFICIAL SEAL OF THE BANK)



## **Processes for Kolkata Port Trust (including KDS & HDC)**

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The number of processes in KoPT: **695** and the list of processes are shown below:

(Note that, the number of processes in this list will reduce to a lower number because some combined processes from finance department are subjected to confirmation and the missing processes are excluded from the list)

### Traffic – KDS

#### (Break-bulk Export)

<b>SI No.</b>	<b>Section</b>	<b>Process Name</b>	<b>Process ID</b>	<b>Process Description</b>
1	Break-bulk Export	Export Opening/Closing	TFC_BBE_EXOP_01	<ol style="list-style-type: none"> <li>1. Opening of Export request from at Berthing Meeting by Steamer Agent. <i>(Manual in case of barge)</i></li> <li>2. Berth allotment at Berthing Meeting</li> <li>3. Entry made in POMS with date range and Export Opened</li> <li>4. Gate List generated - Gate staff informed electronically</li> <li>5. Export closed automatically after date range is over</li> <li>6. Special Request / Feedback from Str. Agent / Transit Shed for export closing</li> <li>7. Entry made in POMS</li> <li>8. Reflected in Gate List</li> </ol>
2.		Stock Opening/Closing	TFC_BBE_STKOP_01	<ol style="list-style-type: none"> <li>1. Opening of Stock a/c export request by exporter</li> <li>2. Berth allotment at Berthing Meeting</li> <li>3. Entry made in POMS with date range and Export Opened</li> <li>4. Shed and gate informed</li> </ol>

3.	Shed Receiving of Export cargo ex-gate	TFC_BBE_SHDRG_01	<ol style="list-style-type: none"> <li>1. Checking if export is open</li> <li>2. Dock Challan Acceptance manual input</li> <li>3. Cart Ticket signed with DC No. mentioned by Shed Writer</li> <li>4. <b>Manual recording</b> of unloading tally, Shed checker handbook</li> <li>5. SRO Generation (to be followed up with TFC_BBE_GT_01)</li> </ol>
4.	Shed Receiving of Stock cargo ex-gate	TFC_BBE_SHDRG_02	<ol style="list-style-type: none"> <li>1. Checking if stock receiving order is valid</li> <li>2. Stock ID is generated from shed</li> <li>3. Cart Ticket generated against stock I/D</li> <li>4. <b>Manual recording</b> of unloading tally, Shed checker handbook</li> <li>5. SRO generation (to be followed up with TFC_BBE_GT_01)</li> </ol>
5.	Receiving by Rail	TFC_BBE_SHDRR_01	<ol style="list-style-type: none"> <li>1. Submission of Railway Receipt (RR) at unloading shed to establish title of goods</li> <li>2. Placement time &amp; release time of rake recorded in system</li> <li>3. Unloading particulars recorded in system</li> <li>4. Transferred to vessel from stock after filing of Dock Challan (To process no. TFC_BBE_SHP_01)</li> </ol>
6.	Receiving by Barge	TFC_BBE_SHDRB_01	<ol style="list-style-type: none"> <li>1. See note</li> </ol>
7.	Transfer/Delivery of export/stock cargo	TFC_BBE_TRF_01	<ol style="list-style-type: none"> <li>1. Application by Party for transfer of container to new vessel with consent of Vessel Agent or to take back cargo to party godown</li> <li>2. Permission for transfer of Stock, Not-Ready &amp; Shut-out cargo</li> <li>3. Realisation of charges for rent, operations, amendment, etc.</li> <li>4. Transfer of cargo to new vessel (on system)</li> <li>5. LEO for stock and not-ready cargo</li> <li>6. Physical transfer of cargo to shed of new vessel (if required)</li> <li>7. System updated accordingly</li> <li>8. To TFC_BBE_SHP_01</li> <li>9. In case party wants to take the cargo back to party godown then it goes out through Miscellaneous Gate Pass</li> </ol>
8.	Export Cargo Shipment and residual functions	TFC_BBE_SHP_01	<ol style="list-style-type: none"> <li>1. LEO updation form entry (Export passout)</li> <li>2. Periodic generation of shipment list</li> <li>3. Physical shipment</li> </ol>

				<ol style="list-style-type: none"> <li>4. Posting of shipment details</li> <li>5. Shut out function for transfer / Delivery to the exporter</li> <li>6. In case of transfer to different berth / dock PT Escort etc.</li> <li>7. Mate Receipt &amp; Shut-out list received from Ship</li> <li>8. MR handed over to exporter under acknowledgement</li> <li>9. In case of pilferage PR issued (See note 2)</li> </ol>
9.		Gate Function - In	TFC_BBE_GTI_01	<ol style="list-style-type: none"> <li>1. Entry of VCN and DC No./Stock ID mentioned by Shed</li> <li>2. Quantity and Weight average</li> <li>3. Generation of EGP</li> <li>4. Physical checking of cargo</li> </ol>
10.		Gate Function - Out	TFC_BBE_GTO_01	<ol style="list-style-type: none"> <li>1. Exit of empty vehicle through entry of EGP</li> <li>2. Exit of Shut-out cargo by Miscellaneous Gate Pass</li> </ol>

Note : (1) In case export shipment through barge, presently all processes (except gate function) are manual & there is no record in POMS. However if this barge export cargo is entered into docks as stock, then gate entry is done a/c stock vessel. But there is no option to transfer it to barge. As a result this cargo remains in the system as stock although it is manually transferred to barge and shipped.

(2) In case of theft of Export cargo from within Dock premises, PR has to be made as in case of Import Cargo and stolen cargo accounted against line number / consignment.

### **For Solid Bulk Cargo**

**Note :** \*In case of export of **solid bulk cargo** shipment posting is not done on the basis of tally, but on the basis of draft certificate issued every morning

by surveyor appointed by the vessel agent. Mate receipt is based on final Draft Certificate. Difference of charge, with D/Challan quantity, is realised

accordingly. (For bulk cargo only sling tally is done for the purpose of labour incentive only)

\*Here rent bill, if any, is prepared on the basis of cargo received, which is determined by lorry weightment certificates.

\*Other processes remain more or less same as that of break-bulk.

**(Break-Bulk Import)**

<b>SI No.</b>	<b>Section</b>	<b>Process Name</b>	<b>Process ID</b>	<b>Process Description</b>
1	Breakbulk Import	Import Planning	TFC_BBI_PLG_01	<ol style="list-style-type: none"> <li>1. Berth allotment</li> <li>2. Berthing Meeting for planning Vessel's operation</li> <li>3. Planning storage of cargo at License or non-license storage</li> <li>4. Manifest filing with Form-C (Hazardous Cargo)</li> <li>5. Manifest Marking and list of Special and Hazardous Cargo</li> </ol>
2.		Landing ex-vessel	TFC_BBI_LNDV_01	<ol style="list-style-type: none"> <li>1. Recording vessel's Berthing time</li> <li>2. Landing or Direct Delivery (Where required)</li> <li>3. Storage (License / Non License / Covered / Open / Lock fast)</li> <li>4. Manual tally</li> <li>5. Entry into system as UM with details about equipment used</li> </ol>
3.		Landing ex-Barge	TFC_BBI_LNDB_01	<ol style="list-style-type: none"> <li>1. Unloading ex-barge <b>a/c Mother Vessel</b></li> <li>2. Storage (License / Non License / Covered / Open / Lock fast)</li> <li>3. Tally entered <b>a/c Mother Vessel</b><i>(presently no provision to indicate BCN in the tally entry form)</i></li> <li>4. Entry into system as UM with details about equipment used</li> </ol>
4.		Cargo Accountal	TFC_BBI_CGA_01	<ol style="list-style-type: none"> <li>1. Posting of UM Tally entry against Line No. in the manifest <i>(In case of unloading from barge BCN is indicated during posting)</i></li> <li>2. Challan acceptance / Form-1 (Customs Removal Paper for outside storage) <ol style="list-style-type: none"> <li>a. Wrong Mark / Nil Mark</li> <li>b. Disbundling / Rebundling</li> </ol> </li> <li>3. Out of Charge by customs</li> <li>4. Realisation of storage charges by Demurrage Bill /Validity of License. Realisation of any other charges</li> <li>5. Loading order issued</li> <li>6. SDO prepared</li> <li>7. Cart ticket issued (XGP No.)</li> <li>8. Shed Delivery</li> <li>9. <b>Provision of import cargo to change character to export cargo and be</b></li> </ol>

				exported
5.		Delivery by Gate	TFC_BBI_GATE_01	<ol style="list-style-type: none"> <li>1. Empty Lorry entry with gate permit <b>(No system entry at present)</b></li> <li>2. Loaded lorry approaches gate with SDO, Cart Ticket (XGP No.), Custom Pass-out</li> <li>3. At Gate XGP is entered in POMS and after checking the lorry is exited from the system. Pass-out slip (manually prepared) signed by Clg Ag and GW and handed over to CISF in 2 copies</li> <li>4. One copy is signed by CISF and returned to GW</li> <li>5. Next day the papers are returned to the shed.</li> </ol>
6.		Delivery by Rail	TFC_BBI_RAIL_01	<ol style="list-style-type: none"> <li>1. Hard copy of Forwarding Note endorsed by Railway Manager filed at shed</li> <li>2. Forwarding note "seen" after physical verification and readiness in all respect for despatch and sent to Railway Section</li> <li>3. After acceptance by Railway Section Forwarding Note resubmitted at loading shed</li> <li>4. Placement time of rake recorded in system</li> <li>5. Wagon placement and physical loading &amp; sealing takes place under party's supervision</li> <li>6. Wagon-wise loading particular entered in system</li> <li>7. Loading completion time recorded</li> </ol>
7.		Delivery by Barge (from shed)	TFC_BBI_BRG_01	<ol style="list-style-type: none"> <li>1. Shed Delivery Programme prepared against BARGE</li> <li>2. XGP with barge name</li> <li>3. XGP updated at shed (instead of Lock Gate)</li> </ol>
8.		Delivery by Barge (Over-side)	TFC_BBI_BRGOV_01	<ol style="list-style-type: none"> <li>1. Cargo unloaded Over-side into barges</li> </ol>
9.		Warehouse Function	TFC_BBI_WH_01	<ol style="list-style-type: none"> <li>1. Issuance of Wanting List</li> <li>2. Preparation of Re-tally</li> <li>3. Issuance of Out Turn Report / Supplement / Amendment</li> <li>4. Challans sent to Post &amp; Railway Audit Sec (Finance Dept)</li> <li>5. B-Form for Short –landed cargo/ T-343</li> <li>6. Sale Retally for undelivered cargo</li> <li>7. In case of pilferage/damage/missing, PR to be issued</li> </ol>

**For Solid Bulk Cargo**

**Note :** \* In case of import of **solid bulk cargo** manifest posting is not done on the basis of tally, but on the basis of draft certificate issued every morning by surveyor appointed by the vessel agent. Difference of charge, if any, is realised accordingly. (For bulk cargo only sling tally is done for the purpose of labour incentive only)

\*Here rent bill is prepared on the basis of cargo not delivered which is determined by lorry wieghtment certificates of cargo already delivered.

\*OTR will always show 'Nil' in case of Bulk cargo. Only remarks column of OTR will show the Manifested Quantity and Actual Landed Quantity as per survey report.

\*Other processes remain more or less same as that of break-bulk.

**For Over-Side discharged of cargo landed in shed**

Over-Side discharge of cargo has been dealt with in "IWT and Over-Side Cell" section. The same would be applicable for shed if original shed of the O/S cargo is a shed instead of Over-Side Cell.

**(Container Export)**

<i>Sl No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
1	Container Export	Export Opening/Closing (Break-bulk for stuffing and Container)	TFC_CTE_EXOP_01	<ol style="list-style-type: none"> <li>1. Opening of Export for (a) Break-bulk by DDM and (b) Container Box by Supdt after receipt of Export Opening request from Steamer Agent.</li> <li>2. Berth allotment</li> <li>3. Entry made in POMS with date range</li> <li>4. Gate List generated - Gate staff informed electronically</li> <li>5. Export closed automatically after date range is over</li> <li>6. Request / Feedback from Str. Agent / Transit Shed for Export Closing</li> <li>7. Entry made in POMS</li> <li>8. Reflected in Gate List</li> </ol>
2.		Shed Receiving (Break-bulk) ex-gate	TFC_CTE_SHD_01	<ol style="list-style-type: none"> <li>1. Checking if export is open</li> <li>2. Dock Challan (<b>unpaid</b>)Acceptance manual input</li> <li>3. Cart Ticket signed with DC No. mentioned by Shed Writer</li> <li>4. In exigency cases import cargo may be transhipped by stuffing</li> <li>5. <b>Manual recording</b> of unloading tally, Shed checker handbook</li> <li>6. SRO Generation (to be followed up with TFC_CTE_GTBB_01/3)</li> </ol>



		Export Cargo Stuffing(Break-bulk) & residual functions	TFC_CTE_SHD_02	<p>Note : Export may also be received a/c Stock. Process will be similar to that of Break-bulk stock receiving.</p> <ol style="list-style-type: none"> <li>1. LEO updation form entry (Export passout)</li> <li>2. Periodic call-in order issued by container agent</li> <li>3. Posting of <b>stuffing</b> details</li> <li>4. In case of exigencies, stuffed cargo may be destuffed for restuffing into same/different container or for delivery</li> <li>5. Shut out function for transfer / Delivery to the exporter</li> <li>6. In case of transfer to different berth / dock PT Escort etc.</li> <li>7. Mate Receipt received from Container Agent</li> <li>8. MR handed over to exporter under acknowledgement</li> </ol>
3.		LCL Container Transfer	TFC_CTE_LCLTRF_01	<ol style="list-style-type: none"> <li>1. Container stuffed as per call-in order</li> <li>2. If not stuffed in-full, then cont. transferred to another vessel for further stuffing</li> <li>3. In case of exigencies re-working of cargo into same/fresh container may occur</li> <li>4. After <b>full</b> stuffing removal slip to vessel's slot generated and container removed</li> </ol>
4.		Yard Receiving (EMPTY for Shipment ex-Gate)	TFC_CTE_YRESHG_01	<ol style="list-style-type: none"> <li>1. Yard Plan – vessel wise</li> <li>2. ACL Entry</li> <li>3. Generation of SRO for <b>Shipment</b></li> <li>4. EGP generation (Gate Function Process TFC_CTE_GTCT 01)</li> <li>5. Unloading as per EGP Slot</li> </ol>
5.		Yard Receiving (EMPTY for Stuffing ex-Gate)	TFC_CTE_YRESTG_01	<ol style="list-style-type: none"> <li>1. Yard Plan – vessel wise</li> <li>2. ACL Entry</li> <li>3. Generation of SRO for <b>Stuffing</b></li> <li>4. EGP generation (Gate Function Process TFC_CTE_GTCT 01)</li> <li>5. Unloading as per EGP Slot</li> </ol>
6.		Yard Receiving (LOAD for Shipment ex Gate) for Export Containers	TFC_CTE_YRLDG_01	<ol style="list-style-type: none"> <li>1. Yard Plan – vessel wise</li> <li>2. ACL Entry</li> <li>3. Checking of Paid Dock Challan</li> <li>4. Shipping Bill Entry for D/C number</li> <li>5. Generation of SRO</li> <li>6. Physical entry through gate (Gate process TFC_CTE_GTCT_01)</li> <li>7. Cargo Dock Challan acceptance at shed</li> <li>8. <b>Manual</b> noting by CPY clerk</li> </ol>

				<ul style="list-style-type: none"> <li>9. Unloading by Operational staff as per slot in EGP</li> <li>10. Equipment Updation (at Booth) and generation of XGP of empty lorry <b>(combined step of yard &amp; gate)</b></li> <li>11. Customs readiness (LEO)updation (customs passout)</li> </ul>
		Yard Receiving (LOAD for Shipment ex Gate) for Stock Containers	TFC_CTE_YRLDG_02	<ul style="list-style-type: none"> <li>1. Permission for entry a/c Stock</li> <li>2. Yard Plan a/c Stock</li> <li>3. ACL entry in system</li> <li>4. Generation of SRO</li> <li>5. Physical entry through gate</li> <li>6. Manual noting in Stock register &amp; by CPY clerk</li> <li>7. Unloading by Operational Staff as per slot in EGP</li> <li>8. Equipment Updation (at Booth) and generation of XGP of empty lorry <b>(combined step of yard &amp; gate)</b></li> <li>9. Entry of Shipping Bill for Dock Challan number</li> <li>10. Transfer of container from stock to vessel</li> <li>11. Cargo Dock Challan acceptance at shed</li> <li>12. To process TFC_CTE_TRFLD_01</li> </ul>
7.		Yard Receiving (LOAD for Shipment ex Rail from out-station)	TFC_CTE_YRLDR_01	<ul style="list-style-type: none"> <li>I. Yard plan a/c Stock</li> <li>II. Manual Advance Container List (with full/part information) provided by cont. agent/CONCOR.</li> <li>III. Arrival of rake and unloading of containers as per manual slot <b>a/c stock</b></li> <li>IV. Challan filed after checking cont. no. and wagon no. from RR. and D/C <ul style="list-style-type: none"> <li>a. No. generated</li> </ul> </li> <li>V. Transfer of container a/c vessel</li> <li>VI. Physical transfer of container and raising and realisation of rent and operational charges after transfer from stock (if required)</li> <li>VII. Realisation of Terminal Charge and checking of Haulage Charge</li> </ul>
8.		Yard Receiving (LOAD for Shipment ex Rail from Port Rail network)	TFC_CTE_YRLDR_02	<ul style="list-style-type: none"> <li>1. Yard plan a/c Stock</li> <li>2. Manual Advance Container List (with full/part information) provided by cont. agent/CONCOR/CFS operator.</li> <li>3. Arrival of rake and unloading of containers as per manual slot <b>a/c stock</b></li> <li>4. Challan filed after checking cont. no. and wagon no. and D/C No. generated</li> <li>5. Transfer of container a/c vessel</li> </ul>

				6. Terminal and Haulage Charge realised from Rly. (Process:_____)Checked
9.		Yard Receiving (LOAD for Shipment ex Dock Stuffing point)	TFC_CTE_YRLDST_01	<ol style="list-style-type: none"> <li>Physical receiving from Dock Stuffing point</li> <li><b>Manual</b> noting by CPY clerk</li> <li>TT Job at Booth and generation of job-slip (LEP)</li> <li>Unloading by Operational staff as per slot in LEP</li> </ol>
10.		Yard Receiving (LOAD for Shipment ex barge)	TFC_CTE_YRLDB_01	<b>Not in practice at KDS. No proper process in POMS.</b>
11.		Transfer of container (from one vessel to another) for Left-behind or Shut-out	TFC_CTE_TRF_01	<ol style="list-style-type: none"> <li>Application by Container Agent for transfer of container to new vessel or to take back cont to party godown</li> <li>Permission for transfer of Stock, Not-Ready &amp; Shut-out containers</li> <li><b>Realisation of charges for rent, operations, amendment, etc. (except box charge, penalty &amp; power-bill)</b></li> <li>Transfer of container to new vessel (on system)</li> <li>LEO for stock and not-ready containers</li> <li>Transfer list issued by CPY clerk</li> <li>Physical transfer of container to slot of new vessel</li> <li>System updated accordingly</li> <li>To TFC_CTE_SHPV_01</li> <li><b>In case party wants to take the container back to party godown then it goes into import leg process after pt.2.</b></li> </ol> <p>Note : Pt.4 not applicable for MT containers</p>
12.		Shipment to vessel from Yard (LOAD & EMPTY Box)	TFC_CTE_SHPV_01	<ol style="list-style-type: none"> <li>Container release order for shipment on <b>manual checking</b> of Customs Guarantee paper by CPY clerk</li> <li>Periodic generation of Shipment List</li> <li>Call-in order (manual) from vessel</li> <li>Physical despatch of containers from yard to vessels hook-point (by operational staff) as per call-in order</li> <li>Physical shipment – TT job entry and TT job updation</li> <li><b>Box-charges, penalty &amp; power bills generated and S of C informed through Sec Officer for realisation of bills after shipment</b></li> <li>Shut-out formalities for containers not shipped/transferred</li> </ol>

13.		Shipment to barge from Yard (LOAD & EMPTY Box)	TFC_CTE_SHPB_01	Not in practice at KDS. No proper process in POMS.
14.		Gate Function (Break-bulk for stuffing)	TFC_CTE_GTBB_01	<ol style="list-style-type: none"> <li>1. Entry of VCN and DC No. mentioned by Shed, Quantity and Weight average, lorry no. , Driver I/D in system for generation of EGP</li> <li>2. Physical checking of cargo</li> <li>3. Exit of empty vehicle through EGP updation</li> </ol>
15.		Gate Function (Container)	TFC_CTE_GTCT_01	<ol style="list-style-type: none"> <li>1. Container no. from SRO and lorry no. from Clearing Agent connected on POMS and EGP generated</li> <li>2. Physical entry of lorry with container</li> <li>3. EGP of actual entry updated (by CISF)</li> <li>4. XGP of empty lorry updated (by CISF) – <b>XGP already generated by Booth in process TFC_CTE_YRLDG_01</b></li> </ol>

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**FORMAT - A**

**Department : TRAFFIC - KDS**

**(Container Import)**

<b>Sl No.</b>	<b>Section</b>	<b>Process Name</b>	<b>Process ID</b>	<b>Process Description</b>
1	Breakbulk Import	Import Planning	TFC_CTI_PLG_01	<ol style="list-style-type: none"> <li>1. Berth allotment</li> <li>2. Receiving of Advance Container List – manual &amp; electronically</li> <li>3. Planning storage of container in the yard as per category (Rail, Haz, Over-dimension, LCL, etc.)</li> <li>4. Manifest filing with Form-C (Hazardous Cargo)</li> <li>5. Manifest Marking and list of Special and Hazardous Cargo</li> </ol>
2.		Landing ex-vessel	TFC_CTI_LNDV_01	<ol style="list-style-type: none"> <li>1. Recording of Berthing time</li> <li>2. Landing or Direct Delivery (Where required)</li> <li>3. Manual tally</li> <li>4. Storage of container as per plan</li> <li>5. Entry of tally into system with details about equipment used for landing from vessel, transportation and unloading at yard</li> </ol>

3.		Landing ex-Barge	TFC_CTI_LNDB_01	<i>Rare case. No proper process in system.</i>
4.		De-stuffing	TFC_CTI_DST_01	<ol style="list-style-type: none"> <li>1. De-stuffing schedule made</li> <li>2. Container brought to de-stuffing point (CFS)</li> <li>3. De-stuffing operation done &amp; cargo kept in shed (CFS)</li> <li>4. De-stuffing tally done</li> <li>5. Entry of tally into system as UM</li> <li>6. Removal of MT container to MT yard</li> </ol>
5.		Containerised Cargo Accountal & Delivery (Destuffed Cargo)	TFC_CTI_DLVB_01	<ol style="list-style-type: none"> <li>1. Posting of UM Tally entry against Line No. in the manifest</li> <li>2. Challan acceptance (Un-paid challan) <ol style="list-style-type: none"> <li>a. Wrong Mark / Nil Mark</li> <li>b. Disbundling / Rebundling</li> </ol> </li> <li>3. Out of Charge by customs</li> <li>4. Realisation of storage charges by Demurrage Bill from Container agent</li> <li>5. Realisation of any other charges from Container agent</li> <li>6. Loading order issued</li> <li>7. SDO prepared</li> <li>8. XGP generated after loading</li> <li>9. Shed Delivery</li> <li>10. Provision of import de-stuffed cargo to change character to export cargo and be stuffed as export</li> </ol>
6.		Load Container Box Accountal & Delivery (by GATE)	TFC_CTI_DLVLGD_01	<ol style="list-style-type: none"> <li>1. Paid Challan/Removal Note(Form-1) and MHC charges acceptance</li> <li>2. Issuance of Shed Delivery Order (SDO) along with rent bill <u>(to be followed up with TFC CTI GTCT 01)</u></li> <li>3. Bills raised for MHC charge adjustment or any other operational charge (extra loading/unloading/ transportation, reefer point power supply etc) as required</li> <li>4. Out of Charge by customs – updated in system</li> <li>5. Allow delivery on system</li> <li>6. Delivery Equipment updation after payment of charges</li> <li>7. In case gate delivery does not take place point (2),(3) &amp; (5) repeated</li> </ol>

7.	Load Container Box Accountal & Delivery (by RAIL)	TFC_CTI_DLVLDR_01	<ol style="list-style-type: none"> <li>1. Challan/Removal Note(Form-1) acceptance (paid-challan)</li> <li>2. Bills raised &amp; realised for rent for CFS removal by rail and Terminal and Haulage charges for out-station movement and other operational charges if any. <i>For CFS removal by rail, Terminal &amp; haulage charges raised &amp; realised from Railway Wing in process TFC_RLO_RCV_01</i></li> <li>3. Forwarding Note generated Line Number wise</li> <li>4. Generation of Loading Order</li> <li>5. Physical loading takes place in Railway Yard</li> <li>6. Loading Tally entered in system against rake-wise wagon numbers (pre-entered by Railway wing in TFC_RLI_.....)</li> <li>7. Rent bills for out-station rail raised post-operation</li> </ol> <p><i>No provision of Empty Container disposal by Rail in present POMS system</i></p>
8.	Empty Container Box Accountal & Delivery (by GATE)	TFC_CTI_DLVMTG_01	<ol style="list-style-type: none"> <li>1. Shed checks the landing/destuffing particulars and allows delivery</li> <li>2. SDO generated</li> <li>3. After gate delivery, basic charges (MT box charge or LD box charge in case of dock de-stuffing) and rent bill prepared against container agent and realised.</li> <li>4. Bills raised for MHC charge adjustment or any other operational charge (extra loading/unloading/ transportation, etc) as required against container agent and realised.</li> </ol>
9.	Empty Container Box Accountal & Delivery (by RAIL)	TFC_CTI_DLVMTR_01	<i>Rare case. No proper process in system.</i>
10.	Gate function (Break-bulk cargo after destuffing)	TFC_CTI_GTBB_01	<ol style="list-style-type: none"> <li>5. Empty Lorry entry with shed-generated SDO, gate permit(DP/CPL).</li> <li>6. Loaded lorry approaches gate with shed-generated XGP , SDO, Custom Pass-out gate-copy, nature of packing application, CISF pass-out slip (manual)</li> <li>7. At Gate after checking the lorry is exited and XGP is updated in POMS .</li> <li>8. Papers are returned to the shed.</li> </ol>
11.	Gate function (Container)	TFC_CTI_GTCT_01	<ol style="list-style-type: none"> <li>1. Clearing agent comes gate with shed-generated SDO number, a list having container nos. and lorry nos., gate permit(DP/CPL), Driver I/D.</li> <li>2. Entry Gate Pass (EGP) generated</li> <li>3. Physical entry of empty lorry</li> <li>4. Entry time updated by CISF</li> <li>5. Loaded lorry comes to gate with EGP endorsed by operational and shed staff. Endorsements checked.</li> </ol>

				6. After physical checking XGP is generated 7. Final exit time updated by CISF 8. At times lorry enters docks with export box, unloads them and backloads import boxes. In such cases there is special provision in system to auto update the lorries from export mode to import mode without exiting through gate (and vice versa)
12.		Delivery by Barge (from shed)		Not in practice at KDS. No proper process in POMS.
13.		Delivery by Barge (Over-side)		Not in practice at KDS. No proper process in POMS.
14.		Warehouse Function	TFC_CTI_WH_01	1. Issuance of Wanting List 2. Preparation of Re-tally 3. Issuance of Out Turn Report / Supplement / Amendment 4. Challans sent to Post & Railway Audit 5. B-Form / T-343 6. Sale Retally <i>Similar to Break-bulk Import process</i>

### Court Cell

SI No.	Section	Process Name	Process ID	Process Description
1	Court Cell	Coordination	TFC_CC_CORD_01	1. Legal Advisor (LA) informs about a case involving Traffic Dept giving details of Case No., appointed Advocate's name for briefing the matter to the Advocate 2. Vakalatnama given to Advocate 3. Court Cell coordinates with the concerned section related with the particular case and procures required documents 4. Advocate is briefed through conference involving representative of concerned section and LA
2.		Drafting		1. Para-wise comments prepared (with copy of documents) against the petition and submitted to Advocate through LA 2. Draft Affidavit-in-opposition (AO) sent by Advocate through LA for vetting 3. After vetting with required rectifications, it is sent back to Advocate through LA 4. If required additional AO may be processed

				<ol style="list-style-type: none"> <li>5. Affidavit-in-reply (AR) against AO from Advocate through LA received</li> <li>6. If required further comments is given by Traffic Court Cell</li> </ol>
3.		Affidavit-of-documents (AD)		<ol style="list-style-type: none"> <li>1. LA requisitions AD</li> <li>2. Documents procured and draft AD prepared and sent to Advocate through LA</li> <li>3. Final AD sent through LA for vetting</li> <li>4. Vetted and sent back</li> <li>5. Shed staff advised to affirm the AD at Oath Commissioner of Court</li> </ol>
4.		Witness deposition		<ol style="list-style-type: none"> <li>1. LA advises on hearing date for witness deposition</li> <li>2. Concerned shed staff advised to meet Advocate and attend court for witness deposition</li> <li>3. Authorisation for witness deposition given by TM</li> </ol>
5.		Follow-up-action		<ol style="list-style-type: none"> <li>1. Reminding Advocate/LA in case of delayed hearing</li> </ol>

### Licensing of Shed/Yard inside Docks

<i>SI No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
1	Licensing of Shed/Yard inside Docks	Allotment of Licenses	TFC_LIC_ALT_01	<ol style="list-style-type: none"> <li>1. Application for allotment by party</li> <li>2. Application processed and Space Allotment Number (SAN) generated</li> <li>3. Ad-hoc Demand Bill for Security Deposit and License Fees generated and handed over to party</li> <li>4. Ad-hoc area allotted to party after payment</li> <li>5. Approval given by appropriate authority</li> <li>6. Allotment letter issued to party</li> </ol>



2.		Measurement and re-measurement of licensed plots	TFC_LIC_MSR_01	<ol style="list-style-type: none"> <li>1. Initial measurement of plot within 30 days of allotment</li> <li>2. In case of increase of area, additional bill for Security Deposit and License Fees generated and handed over to party</li> <li>3. Request for re-measurement to be made within 30 days</li> <li>4. Area re-measured and bill for License Fee generated (as per slab) on the re-measured area. This process can be repeated every 30 days till hand-over of plot is complete</li> <li>5. In case request for re-measurement is not made within 30 days bill for License fee (as per slab) will be generated for the whole area that was under occupation</li> </ol>
3.		Payment of License Fee and Security Deposit	TFC_LIC_PAY_01	<ol style="list-style-type: none"> <li>1. All payment are presently made by Bank Draft (cheque accepted from govt &amp; PSUs only) at the License Section</li> <li>2. Drafts are handed over daily to the Cashier for submission at the Treasury</li> <li>3. TRs are generated at the Treasury and sent back to the License Sec</li> <li>4. TRs are handed over to the party</li> </ol>
4.		Vacation of plot	TFC_LIC_VAC_01	<ol style="list-style-type: none"> <li>1. Plot vacation request letter is given by the party to the shed</li> <li>2. Shed physically checks the vacated plot and records handover details</li> <li>3. Sectional Officer checks and endorses handover</li> </ol>
5.		Refund of Security Deposit	TFC_LIC_RFD_01	<ol style="list-style-type: none"> <li>1. After vacation of plot, outstanding dues, if any, are paid by the party</li> <li>2. Party submits TDS certificates at the License Section which are then sent to BR Section of Finance Dept</li> <li>3. After outstanding dues for both License Fees and TDS are cleared, refund advice is generated and sent to BR section with a copy to party</li> </ol>

### Dock Operations

<i>Sl No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
1	Dock Operations	Work Application	TFC_DO_APP_01	<ol style="list-style-type: none"> <li>1) Application of work by steamer agents / party to Sectional Supdts for three shifts (in case of Sunday/Holiday all applications in advance)</li> <li>2) Processing of application</li> <li>3) Informing 2<sup>nd</sup> and 1<sup>st</sup> shift schedule to Supdt (Labour) for labour distribution</li> <li>4) Informing 3<sup>rd</sup> shift schedule to DMG</li> <li>5) DMG checks with CDLB and notifies 3<sup>rd</sup> shift work programme to Supdts</li> </ol>

				<ul style="list-style-type: none"> <li>6) Preparation of Crane Sheets and Mobile Bookings for staff and equipment distribution</li> <li>7) Changes in 3<sup>rd</sup> shift work schedule done by 2<sup>nd</sup> shift Officer-on duty</li> </ul>
2.		Vessel Movement	TFC_DO_VSL_01	<ul style="list-style-type: none"> <li>1. Information of vessel movement received from DDMS through TFC_&gt;&gt;&gt;</li> <li>2. Physical berthing or de-berthing a vessel</li> <li>3. Recording all berthing, de-berthing (including shifting) of vessels in dairy</li> <li>4. In case of shifting, Shifting Orders to be issued to ship and ADM office</li> </ul>
3.		Operations	TFC_DO_OP_01	<ul style="list-style-type: none"> <li>1. Shift-wise distribution of labour and equipments by LS and staff by Officer-on-duty</li> <li>2. Call-in-order from vessel or loading order from sheds</li> <li>3. Vessel operation as per call-in-order</li> <li>4. Reporting of delays/accident etc to Officer-on-duty</li> <li>5. Shift-wise Dairy logging by Officer-on-duty. All accidents/delays/non-routine incidents are reported in the dairy</li> <li>6. On-spot action taken as required</li> <li>7. Dairy reports extracted by Sectional Supdts for action as necessary</li> </ul>
4.		Accident Enquiry	TFC_DO_ENQ_01	<ul style="list-style-type: none"> <li>1. Dairy extract of all accidents inside docks are sent to Inspectorate of Dock Safety (IDS), Safety Officer of KoPT, Senior Officers of Traffic Dept, Supdt Labour/DDME in case of involvement of employees of Traffic Dept.</li> <li>2. In case of accidents involving damage to Port property (non-marine), enquiry or joint enquiry (for equipment of CME) or CE is done by Officer-on-duty.</li> <li>3. In case of non-fatal, non-serious accidents involving KoPT employees, enquiry done by Officer-on-duty</li> <li>4. In case of fatal, non-fatal serious accidents involving KoPT employees, enquiry done by Safety Officer KoPT (LA&amp;IRO Dept)</li> <li>5. In case of other fatal, non-fatal serious accidents, enquiry done by IDS (as per requirement)</li> <li>6. Enquiry report submitted to Sectional Supdt/DDMO for necessary action</li> </ul>

5.		Theft	TFC_DO_THF_01	<ol style="list-style-type: none"> <li>1. Thief with stolen goods produced to shed</li> <li>2. Charge sheet memo prepared with all available details (5 copies – to Police, CISF, Supdt office, Prosecution sec, O/C)</li> <li>3. Charged person along with stolen goods sent to PS through CISF</li> <li>4. Police Report (PR) prepared by SF indicating details of the stolen goods in reference to the Charge-sheet memo [PR copy to PS, DC-Port, Prosecution, Supdt office, Vessel Agent (if connected), CISF]</li> </ol>
6.		Miscellaneous Gate Pass	TFC_DO_MGP_01	<ol style="list-style-type: none"> <li>1. Miscellaneous Gate Pass prepared by shed for exit of different non cargo (un manifested) items like, dunnage, waste oil, stevedoring gears etc. (except export shut out cargo which has been included in TFC_BBE_CGA_01)</li> <li>2. Realisation of charge ensured by shed (where required)</li> <li>3. Miscellaneous Gate Pass prepared by Customs for Crew Baggage</li> <li>4. Misc Gate Pass signed and approved by Customs</li> <li>5. Delivery allowed by Sectional officer-on-duty</li> <li>6. Gate Warder gives delivery by checking description of goods on Miscellaneous GP</li> </ol>
7.		Miscellaneous Bills	TFC_DO_MBL_01	<ol style="list-style-type: none"> <li>1. Miscellaneous charges (not covered under Import/Export process) are recovered through separate misc bills as per specific order.</li> </ol>
8.		Damage to Port Property	TFC_DO_DAM_01	<ol style="list-style-type: none"> <li>1. In case of damage to port property / injury to port staff by party vehicle/equipment/personnel and revealed so by enquiry, cost of repair/treatment is sought from concerned department.</li> <li>2. An ad-hoc demand is handed over to party for payment subject to final bill to be provided by concerned department after completion of repair/treatment</li> <li>3. On payment to treasury the same is informed to concerned department</li> <li>4. If final bill is in excess of ad-hoc amount, supplementary bill is raised</li> <li>5. On non-payment by party, Supdt recommends for suitable action against party</li> </ol>

### **General Section**

*General Section looks after all non-specific miscellaneous activities of Traffic Department that are not covered by other sections including general correspondences with other departments. Some of the routine processes of the section are --*

<i>Sl No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
1.	General section	Registration of Steamer/Vessel Agents	TFC_G_REG_01	<ol style="list-style-type: none"> <li>1. Application by Steamer/Vessel Agents for registration with supporting documents including customs registration with validity</li> <li>2. On verification of documents registration is done (not on POMS) with validity and the same notified to all</li> <li>3. Application by Steamer/Vessel Agents for revalidation of registration as per customs registration validity</li> <li>4. Revalidation of registration done</li> </ol>
2.		Processing of bills	TFC_G_BILL_01	<ol style="list-style-type: none"> <li>1. Bills are submitted by various agencies after certification from respective user section</li> <li>2. Bills checked and computerised regd.no. generated in Finance Dept's module</li> <li>3. Bills sent to DyCAO(Booking)</li> </ol>
3.		Processing of AMCs	TFC_G_AMC_01	<ol style="list-style-type: none"> <li>1. Maintenance contractors apply for renewal of AMCs</li> <li>2. Approval sought with financial concurrence</li> <li>3. On getting approval, Work Order is issued</li> <li>4. Bills submitted and processed through TFC_G_BILL_01</li> </ol>
4.		Stores/Inventory	TFC_G_STR_01	<ol style="list-style-type: none"> <li>1. Preparation of indent</li> <li>2. Indent sent to CMM</li> <li>3. Intimation from CMM after procurement</li> <li>4. Collection of items and their disbursement</li> <li>5. Maintenance of stock register</li> </ol>
5.		RTI (Right to Information)	TFC_G_RTI_01	<ol style="list-style-type: none"> <li>1. Applicant submits application with fees</li> <li>2. Fees submitted to Treasury for remittance</li> <li>3. Application sent to concerned section for relevant information regarding quarry</li> <li>4. Information received</li> <li>5. Applicant may be asked to submit fees for copy of additional documents (if asked and admitted)</li> <li>6. On payment of requisite fees, reply sent to applicant with documents</li> <li>7. Accountal of RTI</li> </ol>

### IWT and Over-Side Cell

<i>Sl No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
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1.	IWT & O/S Cell	IVW Jetty (under KoPT) Process	TFC_IWT_IVW_01	<ol style="list-style-type: none"> <li>1. IWAI sends details of Inward Permission</li> <li>2. Party applies for permission of loading/unloading to DDM(Sale &amp; IWT)</li> <li>3. Cash balance in Deposit Account with S of C is checked</li> <li>4. Checking of statutory documents, as required</li> <li>5. 'No objection' given for vessel's work</li> <li>6. Ad-hoc amount billed and debited</li> <li>7. After completion of Vessel's work, survey report and application for Outward Permission submitted</li> <li>8. Difference of charge realised</li> <li>9. Application for Outward Permission with copy of survey report forwarded to IWAI</li> </ol>
2.		Private IWT Jetty Process	TFC_IWT_PVT_01	<ol style="list-style-type: none"> <li>i. IWAI sends details of Inward Permission</li> <li>ii. Cash balance in Deposit Account with S of C is checked. In case of parties working at private IWT jetties, minimum balance required to be maintained is Rs.1,00,000/=</li> <li>iii. In case minimum balance is less, IWAI notified for not releasing Outward Permission</li> <li>iv. After completion of vessel's work and sailing from check-point at Hemnagar LCS, all documents including survey report , invoice, manifest etc. are submitted</li> <li>v. On basis of survey report, bill is raised and debited</li> </ol>
3.		Over-Side Discharge Process	TFC_OS_LD_01	<ol style="list-style-type: none"> <li>1. In case original shed of vessel discharging Over-Side cargo is declared as O/S Cell, then document processing is done here.</li> <li>2. Acceptance of O/S Import Challan</li> <li>3. After completion of vessel operation, barge survey reports are submitted</li> <li>4. Realisation of difference of charge as per survey report</li> <li>5. Issuance of ODO (Over-side Delivery Order)</li> </ol>
4.		Re-landing of cargo delivered O/S at any river jetty (except IVW jetties)	TFC_OS_RELD_01	<ol style="list-style-type: none"> <li>1. Application by Jetty operator for re-landing of certain quantity of cargo</li> <li>2. Ad-hoc amount debited from Deposit Account of Jetty Operator</li> <li>3. Permission given</li> <li>4. After landing survey report submitted by Jetty Operator</li> <li>5. Realisation of difference of charge as per survey report</li> </ol>

### Labour Section

<b>SI No.</b>	<b>Section</b>	<b>Process Name</b>	<b>Process ID</b>	<b>Process Description</b>
1.	Labour section	Labour Booking	TFC_LAB_LBBK_01	<ol style="list-style-type: none"> <li>1) Hook application from Sectional Supdts and Docks Manager through from TFC_DO_APP_01</li> <li>2) Shift-wise labour position from Main Rotation Chart and supplemented from TFC_LAB_SVDP_01 (input from LS dairy for absentee), input from leave file</li> <li>3) Position updated in blue sheet to get actual labour strength in each shift</li> <li>4) Distribution of labour as per requirement</li> <li>5) Cargo type rotation from TFC_LAB_LB/SVDP_01 updated against each labour on blue sheet</li> <li>6) Individual labour booking done on Blue Sheet</li> <li>7) System entry of deployment and preparation of Muster sheet (parallel manual process)</li> <li>8) Despatch of Muster Sheets (MS) to different sheds</li> <li>9) Line Chart report made and despatched to assigned points</li> </ol>
2.		Supervisory Staff Booking	TFC_LAB_SVBK_01	<ol style="list-style-type: none"> <li>1. Hook and non-vessel work application from Sectional Supdts and Docks Manager through from TFC_DO_APP_01</li> <li>2. Shift-wise Supervisor position from Monthly Rotation Chart and supplemented by input from LS dairy for absentee(TFC_LAB_SVDP_01), input from leave file</li> <li>3. Distribution as per requirement with sectional transfer order</li> <li>4. Night chart prepared and sent to Supdt A/N and all sections</li> </ol>
3.		Labour Deployment	TFC_LAB_LBDP_01	<ol style="list-style-type: none"> <li>1. Input of booking on system/Muster Sheet from TFC_LAB_LBBK_01</li> <li>2. Labour attendance at respective shed (on system and MS)</li> <li>3. Labour deployment for work</li> <li>4. Labour transfer from one shed to another, if required</li> <li>5. Surprise Mustering</li> <li>6. After completion of shift's work, Labour clerk puts tonnage against each labour (both on system and on MS)</li> <li>7. MS sent to DDML office for <b>cross-checking</b> with POMS entry</li> <li>8. MSs sent to Labour Accounts Office (Fin) for incentive calculation</li> </ol>
4.		Supervisory Staff Deployment	TFC_LAB_SVDP_01	<ol style="list-style-type: none"> <li>1. Distribution of Supervisory Staff as per requirement</li> <li>2. Transfer of Supervisory Staff as per requirement</li> <li>3. Super-cargo reports shift work in his dairy</li> <li>4. Labour Supervisor reports labour deployment indicating cargo type and other work including accidents in LS Dairy and sends it to DDML Office</li> </ol>

5.		Equipment Deployment	TFC_LAB_EQDP_01	<ol style="list-style-type: none"> <li>1. Equipments report to LS</li> <li>2. Distribution of equipment as per requirement</li> <li>3. Reporting/release time and Out-of-commission time recorded</li> <li>4. Transfer of equipment as per requirement</li> </ol>
6.		Miscellaneous Work	TFC_LAB_MISC_01	<ol style="list-style-type: none"> <li>1. Procurement and periodical testing of loose gear</li> <li>2. Sending Labour and Supervisory Staff for periodical medical check-up</li> <li>3. Sending Labour and Supervisory Staff for Training</li> </ol>

### Liquid Bulk

*The process of declaring a ship and allotment of berth is similar to that of Break-bulk ships.*

SI No.	Section	Process Name	Process ID	Process Description
1.	Liquid Bulk	Pre-berthing Documentation	TFC_LB_PBD_01	<ol style="list-style-type: none"> <li>1. IGM filed by Vessel Agent (hard copy &amp; through EDI) with ad-hoc payment receipt. In case of barges intimation letter is given instead of IGM</li> </ol>
2.		Pre-berthing Commercial	TFC_LB_PBC_01	<ol style="list-style-type: none"> <li>1. Tank installation owners apply to Supdt PWBB for laying temporary pipelines (in case of permanent pipelines, only intimation is given)</li> <li>2. Bill generated for laying pipelines (monthly bills)</li> <li>3. Bill paid by tank-owners and cheque/draft deposited to a bank account</li> </ol>
3.		Operations	TFC_LB_OP_01	<ol style="list-style-type: none"> <li>1. Vessel arrives and hauled-in (H/I) time recorded</li> <li>2. Installation owners fit pipeline to vessel and vessel commences discharge. C/W time recorded</li> <li>3. Cargo is considered delivered as soon as pumping starts</li> <li>4. Daily 24 hrs discharge figure obtained from Vessel Agent/Surveyor/Tank installation owner over phone</li> <li>5. Finish work and hauled-out (H/O) time recorded</li> </ol>
4.		Post -operation	TFC_LB_POP_01	<ol style="list-style-type: none"> <li>1. After few days (within a month) tank installation owner submits Out Turn report (OTR) along with Receiver's Survey Report</li> </ol>

- |  |  |  |   |
|--|--|--|---|
|  |  |  | <ol style="list-style-type: none"> <li>2. OTR is tallied with survey report and sent to S of C</li> <li>3. MIS as required</li> </ol> |
|--|--|--|---|

Note : In case of Export the process is same, except, (a) in case IGM, copy of Shipping Bill (S/B) is with "Passed for" by Collection Office is checked  
 (b) 'Oil Pollution Cess' receipt is checked. After finishing of vessel, Survey Report is sent to S of C.

### Permit and License

<i>Sl No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
1	Permit and License	Registration of Companies (Permit Sec)	TFC_P&L_PREGC_01	<ol style="list-style-type: none"> <li>1. Application by party in specified format with supporting documents</li> <li>2. Checking of application and documents</li> <li>3. Approval of registration with validity of registration by Supdt (P&amp;L)</li> <li>4. Registration of Company as per category in system and generation of party code</li> <li>5. Capture of signature of authorised signatory in system</li> <li>6. Periodical renewal of registration validity as required</li> <li>7. In case of any negative report against party, action taken as recommended</li> </ol>
2.		Registration of Individual and generation of ID code for Man Permit	TFC_P&L_PREGM_01	<ol style="list-style-type: none"> <li>1. Application of individual by already registered firm (sponsor) in specified format with supporting documents of the person</li> <li>2. Checking of application and documents</li> <li>3. Realisation of ID generation charge</li> <li>4. Capture of photo of individual</li> <li>5. Generation of individual ID code</li> <li>6. Remittance of charge to Cashier</li> <li>7. In case of any negative report against party, action taken as recommended</li> <li>8. Copy of application with documents sent for Police Verification (In case of</li> </ol>



				<p>Pass-port holders police verification not required)</p> <p>9. In case of negative report individual is blacklisted</p>
3.		Registration of Vehicle and Equipment	TFC_P&L_PREGV_01	<p>6. Application of vehicle/equipment by already registered firm (sponsor) or the vehicle/equipment owner in specified format with supporting documents of the vehicle/equipment</p> <p>7. Checking of application and documents (for equipment party needs to have Handling Agent License from TFC_P&amp;L_LHA_01 or special approval)</p> <p>8. Generation of vehicle/equipment ID code</p> <p>9. In case of any negative report against party, action taken as recommended</p>
4.		Issuance of Man Permit – Daily Permit (DP)	TFC_P&L_PMD_01	<p>1. Application of man DP (with code) by registered sponsor (with code)</p> <p>2. Verification</p> <p>3. Realisation of charges</p> <p>4. Issuance of Daily Man Permit (12 hr validity)</p> <p>5. Remittance of charge to Cashier</p>
5.		Issuance of Vehicle/Equipment Permit – Daily Permit (DP)	TFC_P&L_PVED_01	<p>1. Application of vehicle/equipment DP (with code or Motor Vehicle Regd. No.) by registered sponsor (with code)</p> <p>2. Verification</p> <p>3. Realisation of charges</p> <p>4. Issuance of Daily Vehicle/Equipment Permit (24 hr validity) along with Driver and/or Helper Man DP for Vehicle only (2X12 hr for each person)</p> <p>5. Remittance of charge to Cashier</p>
6.		Issuance of Man Permit – Temporary (for 1 month/3 months)	TFC_P&L_PMT_01	<p>1. Application (fresh/renewal) of individual by already registered firm (sponsor) in specified format with supporting documents of the person</p> <p>2. Verification</p> <p>3. Approval by Supdt (P&amp;L)</p> <p>4. Realisation of charges</p> <p>5. Generation of TR</p> <p>6. Preparation of permit and sent to Port Security Org (Admn Dept)</p> <p>7. Permit signed by Security Officer &amp; returned to Permit Office</p> <p>8. Permit handed over to party under acknowledgement</p> <p>9. Remittance of charges to cashier</p>

			<ul style="list-style-type: none"> <li>10. Copy of application with documents sent for Police Verification (In case of Pass-port holders police verification not required) – for fresh appl. only</li> <li>11. In case of negative report company asked to surrender the said permit</li> </ul> <p style="color: red;">(An intermediate provisional permit is issued for 7 days from the time of payment to issuance of permit)</p>
7.	Issuance of Man Permit – Biennial (for 2 yrs)	TFC_P&L_PMB_01	<ul style="list-style-type: none"> <li>1. Application of individual (fresh/renewal) by already registered firm (sponsor) in specified format with supporting documents of the person</li> <li>2. Verification</li> <li>3. Additional verification – either valid Pass-port holder or 2years continuation of Temporary Permit without break</li> <li>4. Approval by Supdt (P&amp;L)</li> <li>5. Realisation of charges</li> <li>6. Generation of TR</li> <li>7. Remittance of charges to cashier</li> <li>8. Application with approval, copy of TR sent to PSO for issuance of biennial permit</li> </ul>
8.	Issuance of Vehicle/Equipment Permit – Annual Permit	TFC_P&L_PVEA_01	<ul style="list-style-type: none"> <li>1. Application submitted (fresh/renewal) by sponsor(except Ship chandler/ship repairer/surveyor) already registered with supporting documents of Vehicle/Equipment for issuance of permit in the name of vehicle owner (including prescribed undertaking signed by both sponsor and vehicle/ eqp owner)</li> <li>2. Verification</li> <li>3. Realisation of charges</li> <li>4. TR issued</li> <li>5. Preparation of permit and issuance by Supdt (P&amp;L)</li> <li>6. Remittance of charges to cashier</li> </ul>
9.	Free Permits	TFC_P&L_PFR_01	<ul style="list-style-type: none"> <li>1. All processes are same for all types of permits except that Free Permits are issued only on administrative approval taken by the user department</li> </ul>
10.	Processing of lost permits	TFC_P&L_PLP_01	<ul style="list-style-type: none"> <li>1. Application of party with Police GD</li> <li>2. Realisation of charge (as per SOR) &amp; TR</li> <li>3. Issuance of duplicate permit</li> <li>4. Remittance to Treasury</li> </ul>

11.		Amendment of data in Permit	TFC_P&L_PAMD_01	<ol style="list-style-type: none"> <li>1. Application by party with supporting documents (for Biennial via PSO)</li> <li>2. Verification</li> <li>3. Realisation of charges and TR issued</li> <li>4. Amended permit issued (except Biennial)</li> <li>5. For Biennial Permit, application &amp; TR sent to PSO for re-issue</li> <li>6. Remittance of charges to cashier</li> </ol>
12.		Surrender of Permits	TFC_P&L_Psur_01	<ol style="list-style-type: none"> <li>1. Application by party for surrender of permit with original permit</li> <li>2. For Man Permit, only valid permits (or within 7 days grace period) are allowed to be surrendered</li> <li>3. For vehicle/equipment all permits can be surrendered</li> <li>4. Verification of authenticity of applicant</li> <li>5. System updated</li> </ol>
13.		Revival of surrendered permit	TFC_P&L_PREV_01	<ol style="list-style-type: none"> <li>1. Application for revival of permit by sponsor (for Biennial via PSO)</li> <li>2. Old data retrieved</li> <li>3. Realisation of charges &amp; TR (except if surrendered permit is within payment period)</li> <li>4. Issuance of permit (except Biennial)</li> <li>5. For Biennial Permit, application &amp; TR sent to PSO for re-issue</li> <li>6. Remittance of charges to cashier</li> </ol>
14.		Issuance of Clearing & Forwarding License	TFC_P&L_LC&F_01	<ol style="list-style-type: none"> <li>1. Only Customs House Agents (CHAs) apply for C &amp; F License with supporting documents (for Self-clearing only signature authentication from customs required)</li> <li>2. Verification</li> <li>3. Approval of Supdt (P&amp;L)</li> <li>4. Bond and TR of Security Deposit (submitted at Treasury)</li> <li>5. Input to system and generation of company code</li> <li>6. Bill generation</li> <li>7. Realisation of charges through S of C</li> <li>8. TR input in system and preparation of license ( for either 10 yrs or validity of CHA license – whichever is earlier)</li> <li>9. Signed by Supdt (P&amp;L)</li> <li>10. Capture of signature of authorised signatory in system</li> <li>11. License delivered to party</li> <li>12. Renewal</li> <li>13. Action taken in case of negative report</li> <li>14. Input to process TFC_P&amp;L_PREGC_01</li> </ol>

15.		ID generation for individuals (Jetty Sirkar/ Cooper/ Hawker)	TFC_P&L_LID_01	<ol style="list-style-type: none"> <li>1. Application by sponsor (C&amp;F Ag, Ship Chandler, Steamer Ag) with mandatory supporting documents</li> <li>2. Verification</li> <li>3. Generation of individual ID</li> <li>4. Action taken in case of negative report</li> <li>5. Copy of application with documents sent for Police Verification (In case of Pass-port holders police verification not required)</li> <li>6. In case of negative report individual is blacklisted and sponsor asked to surrender license (except hawker where ID generation is post-verification)</li> </ol>
16.		Jetty Sirkar License - Temporary	TFC_P&L_LJST_01	<ol style="list-style-type: none"> <li>1. Applied by CHA for their employee with documents &amp; PP photo</li> <li>2. Input for ID generation from Process TFC_P&amp;L_LID_01 &amp; TFC_P&amp;L_LC&amp;F_01</li> <li>3. Input to system and generation of bill with individual ID and company code</li> <li>4. Realisation of charges through S of C</li> <li>5. TR input in system and preparation of license (3month/12month) subject to validity of C&amp;F/Self Clg license</li> <li>6. Signed by Supdt (P&amp;L) and delivered to party</li> <li>7. Renewal</li> </ol>
17.		Jetty Sirkar License - Permanent	TFC_P&L_LJSP_01	<ol style="list-style-type: none"> <li>1. Notice by KoPT for Permanent Jetty Sirkar License Examination (from candidates having Temporary License for 2 yrs)</li> <li>2. Application from successful candidates entertained by port and applied by CHA for their employee with documents &amp; PP photo</li> <li>3. Input to system and generation of bill with individual ID and company code</li> <li>4. Realisation of charges through S of C</li> <li>5. TR input in system and preparation of license (<u>1yr to 5yrs – subject to validity of CHA</u>)</li> <li>6. Signed by Supdt (P&amp;L) and issued to party</li> <li>7. Renewal</li> </ol>

18.		License for Ship-survey, Ship-chandelling, Ship-repairing	TFC_P&L_LSHP_01	<ol style="list-style-type: none"> <li>1. Application by firm with statutory documents along with <u>work-order/sponsor letter</u> of Vessel agent</li> <li>2. Application sent to HDC for NOC</li> <li>3. Verification</li> <li>4. Recommendation to Administration Dept for approval</li> <li>5. On approval Input to system and generation of company code</li> <li>6. Generation of bill and realisation of charge through S of C</li> <li>7. TR input in system and preparation of license (for 1yr – FY)</li> <li>8. Signed by Supdt (P&amp;L) and delivered to party</li> <li>9. Renewal applied with last year’s job report</li> <li>10. Action taken in case of negative report</li> <li>11. Input to process TFC_P&amp;L_PREGC_01</li> </ol>
19.		Cargo Handling Agency License	TFC_P&L_LHA_01	<ol style="list-style-type: none"> <li>1. Application by firm along with sponsor letter/work order of steamer agent along with statutory documents</li> <li>2. Application sent to HDC for NOC</li> <li>3. Verification</li> <li>4. In case of negative NOC from HDC, recommendation sought for KDS only from administration</li> <li>5. On approval Bond and Security Deposit</li> <li>6. TM’s approval</li> <li>7. Input to system and generation of company code</li> <li>8. Generation of bill and realisation of charge through S of C</li> <li>9. TR input in system and preparation of license (for 24 months)</li> <li>10. Signed by Supdt (P&amp;L) and delivered to party</li> <li>11. Renewal applied with last 2 year’s job report</li> <li>12. Action taken in case of negative report</li> <li>13. Input to process TFC_P&amp;L_PREGC_01</li> </ol>
20.		Circular License(Permit for vehicle)	TFC_P&L_LCIR_01	<ol style="list-style-type: none"> <li>1. Application by Ship Chandler, Ship Repairer for their own/hired vehicle with supporting valid documents</li> <li>2. Input from TFC_P&amp;L_LSHP_01</li> <li>3. Verification</li> <li>4. Input in system</li> <li>5. Generation of bill</li> <li>6. Realisation of charges through S of C</li> <li>7. TR input in system &amp; preparation of license (for 12 months subject to validity of party)</li> </ol>

				8. Signed By Supdt (P&L) and issued 9. Renewal
21.		Cooper License	TFC_P&L_LCPR_01	1. Application by C & F Agent or Ship Chandler only with documents 2. Input from TFC_P&L_LC&F_01 or TFC_P&L_LSHP_01 3. Verification 4. ID generation through TFC_P&L_LID_01 5. Bill generation 6. Payment through S of C 7. TR input in system & preparation of license (for 12 months subject to validity of party) 8. Signed By Supdt (P&L) and issued 9. Renewal
22.		Hawker Permit	TFC_P&L_LHWK_01	1. Applied by individual and sponsored by Steamer Agent with PP photo 2. Verification 3. ID generation through TFC_P&L_LID_01 4. Bill generation 5. Payment through S of C 6. TR input in system & preparation of license (for 12 months subject to validity of party) 7. Hawker Permit sent to PSO for photo attestation 8. Signed by Supdt (P&L) 9. Hawker Permit sent to Customs for approval 10. On return from Customs, the Hawker Permit is sent to PSO for counter-signature of Security Officer 11. Issued 12. Renewal

**Port Fire Service**

<i>Sl No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
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1.	Port Fire Service	Monitoring and Coordination	TFC_FIRE_M&C_01	<ol style="list-style-type: none"> <li>1. Emergency messages received at Control Room</li> <li>2. Despatch of equipment and personnel</li> <li>3. Feedback from fire-ground</li> <li>4. Mobilisation of special appliances/extra personnel (including ambulance) as per requirement</li> <li>5. West Bengal Fire service called if required</li> <li>6. Liaison with senior officers and other departments like CME, CE, DMD, CISF, PSO, CMO maintained during emergency</li> <li>7. Recording of all events at control room's 'Occurrence Book'</li> <li>8. Reporting of 'fire out/emergency control' message</li> <li>9. Final dairy report to DDMO</li> <li>10. Extract of report by DDMO to concerned points</li> <li>11. Billing for fire-fighting of recoverable cases</li> </ol>
2.		Fire Fighting	TFC_FIRE_FF_01	<ol style="list-style-type: none"> <li>4. Equipment and fire personnel reach spot</li> <li>5. Assessment and fire-fighting starts</li> <li>6. Requisition to Control Room for further assistance as required</li> <li>7. Completion report to Control Room</li> <li>8. Enquiry and loss-assessment if required (through joint enquiry with other departments)</li> </ol>
3.		Fire Prevention	TFC_FIRE_PV_01	<ol style="list-style-type: none"> <li>6. Fire prevention plan for every establishment</li> <li>7. Assessment of fire risk as per plan</li> <li>8. Instruction to CE/CME for installation of fire prevention systems like hydrants, alarms, sprinklers etc. as per IS</li> <li>9. Installation of fire extinguishers</li> <li>10. Periodical Training and Fire Drill</li> <li>11. Fire protection duty as per application/requirement and billing thereof</li> </ol>
4.		Maintenance and Stores	TFC_FIRE_M&S_01	<ol style="list-style-type: none"> <li>6. Input about maintenance schedule from Maintenance Register</li> <li>7. Maintenance of equipments and small gears as per schedule</li> <li>8. Periodical and break-down maintenance of Fire Tenders and pumps through CME</li> <li>9. Procurement of equipment /PPE (personal protective equipment) through CME/CMM</li> </ol>

### Prosecution

<i>SI No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
1	Prosecution	Enquiry	TFC_PRS_ENQ_01	<ol style="list-style-type: none"> <li>1. Reports (dairy extracts) about missing/theft/pilferage of cargo reported by sectional offices comes to Prosecution section</li> <li>2. For IGM connected cargo copy PR comes to Prosecution section</li> <li>3. Local enquiry done by Prosecution section and report submitted to officer-in charge of Prosecution section</li> <li>4. Investigation reports sought and collected from Police and CISF</li> <li>5. All reports compiled and sent to appropriate authorities for necessary action</li> <li>6. MIS to administration</li> </ol>

**(Railway Inward - UNLOADING)**

<i>SI No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
1	Railway Inward	Receiving of Loaded Rake	TFC_RLI_RCV_01	<ol style="list-style-type: none"> <li>1. Information of inward rake from Majerhat Station to EJC cabin</li> <li>2. Acceptance of rake communicated to Majerhat Station</li> <li>3. EJC cabin advises Cabin no. 4 to physically receive the train on nominated line as per operational means.</li> <li>4. In case of sensitive/valuable cargo, CISF is advised for special watch</li> <li>5. EJC advises TXR for release of brakes and air pressure to enable shunting</li> <li>6. Train clerk advised for documentation</li> <li>7. Re-sealing done and recorded (if required) at EJC</li> </ol>
2.		Placement and unloading at siding/dock	TFC_RLI_SDG_01	<ol style="list-style-type: none"> <li>1. After TXR and documentation Duty Officer advises for shunting &amp; placement of wagons at unloading point at siding/dock</li> <li>2. Recording of placement/ completion time and cargo unloaded in Siding Position (SP) Book and countersigned by siding holder.</li> <li>3. In case of placement at docks, record from process TFC_BBE_SHDRR_01 (RR submitted &amp; endorsed by consignee at shed before unloading)</li> <li>4. SP Book sent to RM office for raising bills.</li> <li>5. In case of re-sealed wagons (for FCI rakes) unloading is done in presence of KoPT siding staff and shortage recorded</li> </ol>



3.		Dispatch of empty rake	TFC_RLI_DSP_01	<ol style="list-style-type: none"> <li>1. After completion of unloading at siding/dock sheds information is sent to EJC</li> <li>2. Duty officer at EJC arranges drawing out of wagons by loco and forms outward train at EJC</li> <li>3. TXR called for coupling of air-hose</li> <li>4. Train documentation done</li> <li>5. Vehicle guidance prepared</li> <li>6. Eastern Rail informed for motive power</li> <li>7. TXR called again to raise air pressure / vacuum after engine is attached</li> <li>8. After getting line clearance from E/Rail, train is physically despatched as per operational means</li> <li>9. <i>In case of back loading of rake, wagons are sent to sidings/sheds and it goes to Railway Outward process</i></li> </ol>
4.		Commercial of Inward Rakes	TFC_RLI_COML_01	<ol style="list-style-type: none"> <li>1. Original Railway Receipt (RR) submitted at RM's office</li> <li>2. Fright under-charges , if any, realised and remitted to the railways</li> <li>3. RRs are then submitted by user at respective siding offices/sheds for endorsement</li> <li>4. Some mistakes on RRs may be notified later by Indian Rail through Error Sheet against which undercharge amount is realised from user</li> <li>5. RRs are returned and preserved at RM's office</li> <li>6. Details from RR are posted in Delivery book and tallied with Unloading Advice from sidings</li> <li>7. In case of shortage in re-sealed wagons Missing Goods Report (MGR) is prepared and sent to IR</li> <li>8. With data from TFC_RLI_RCV_01, TFC_RLI_SDG_01 and TFC_RLI_DSP_01 different bills are raised for – (i)Local Haulage Charge, (ii) Terminal Charge, (iii) Consolidated Charge, (iv) Off-take Maintenance Charge (for CESC rake) (v) Wagon Demurrage charge. Apart from these (vi) Loco Hire Charge, (vii)Stabling charge, (viii) Infringement Charge(for O/D consignments) , (ix)Re-railment charge are also realised if applicable</li> </ol>

### **Merry-Go-Round Movement – Inward**

In the Merry-go-round operation, export containers are loaded on wagons from Container Freight Stations (treated as sidings) inside the Port Railway System and unloaded at the Docks. Hence, the total movement is within the Port Railway system and there is no interaction with Indian Rail. So, only wagon nos. and placement times are relevant. Also, in these cases (i) Local Haulage and (ii) Terminal charges are realised by the

RM's office prior to operations.

**(Railway Outward - LOADING)**

<b>SI No.</b>	<b>Section</b>	<b>Process Name</b>	<b>Process ID</b>	<b>Process Description</b>
1	Railway Outward	Receiving of Empty Rake	TFC_RLO_RCV_01	<ol style="list-style-type: none"> <li>1. Indenting of rake from Indian Rail after Forwarding Note is "seen" and registered at shed in process TFC_BBI_RAIL_01. For sidings, F/Note is directly submitted at RM Office.</li> <li>2. Information of inward empty rake from Majerhat Station to EJC cabin</li> <li>3. Acceptance of rake communicated to Majerhat Station</li> <li>4. EJC cabin advises Cabin no. 4 to physically receive the train on nominated line as per operational means.</li> <li>5. EJC advises TXR for release of brakes and air pressure to enable shunting</li> <li>6. Train clerk advised for documentation</li> <li>7. <i>Empty rake may also be received from within the Port Railway for back-loading from process TFC_RLI_DSP_01</i></li> </ol>
2.		Placement and loading at siding/dock shed	TFC_RLO_SDG_01	<ol style="list-style-type: none"> <li>6. After TXR and documentation ATO advises for shunting &amp; placement of wagons at unloading point at siding/dock</li> <li>7. Recording of placement/ completion time and cargo unloaded in Siding Position (SP) Book and countersigned by siding holder.</li> <li>8. In case of placement at docks, record from TFC_BBI_RAIL_01</li> <li>9. SP Book sent to RM office for raising bills.</li> </ol>
3.		Despatch of loaded rake	TFC_RLO_DSP_01	<ol style="list-style-type: none"> <li>1. After completion of unloading at siding/dock sheds information is sent to EJC</li> <li>2. CISF informed in case of sensitive cargo</li> <li>3. Duty officer at EJC arranges drawing out of wagons by loco and forms outward train at EJC</li> <li>4. TXR called for coupling of air-hose</li> <li>5. Train documentation done including seal checking &amp; re-sealing</li> <li>6. Vehicle Guidance (VG) prepared</li> <li>7. Eastern Rail informed for motive power</li> <li>8. TXR called again to raise air pressure / vacuum after engine is attached</li> <li>9. After getting line clearance from E/Rail, train is physically despatched as per operational means</li> </ol>

4.		Despatch of newly built wagons (from siding of Braithwaite & Co.)	TFC_RLO_DSP_02	<ol style="list-style-type: none"> <li>1. Information sent to EJC from Braithwaite siding regarding readiness of newly-built wagons for despatch</li> <li>2. Wagons cleared from siding and brought to EJC and recording time of clearance</li> <li>3. Formation of newly built train after sufficient number of wagons are cleared</li> <li>4. Physical despatch of train involving points 3 to 8 in TFC_RLO_DSP_01</li> </ol>
5.		Commercial of Outward Rakes	TFC_RLO_COML_01	<ol style="list-style-type: none"> <li>1. After completion of loading at loading point/shed (in process TFC_BBI_RAIL_01) Forwarding Note is submitted in RM office (except in case of container rakes where Forwarding Note is generated at CT)</li> <li>2. Freight calculated through Indian Rail's Computer System (FOIS)</li> <li>3. Freight a/c IR collected through draft and remitted to E/Rly OR payment done directly by ECS to IR</li> <li>4. Railway Receipt (RR) generated through FOIS and handed over to party after confirmation of payment (for container rakes RR generated by CONCOR and not Port)</li> <li>5. Port railway charges viz (i) Local Haulage, (ii) Consolidated, (iii) Terminal, (iv) Demurrage, (v) Stabling (as applicable) raised and realised</li> <li>6. Periodic statements generated and sent to IR (Sealdah Sec)</li> </ol>

### **Merry-Go-Round Movement – Outward**

In the Merry-go-round outward operation, import containers are loaded on wagons from Docks and unloaded at the Container Freight Stations (treated as sidings) inside the Port Railway System. Hence, the total movement is within the Port Railway system and there is no interaction with Indian Rail. So, only wagon nos. and placement times are relevant. Also, in these cases (i) Local Haulage and (ii) Terminal charges are realised by the RM's office prior to operations.

### **Sale**

<i>Sl No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
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1.	Sale	Inventory & valuation	TFC_SALE_I&V_01	<ol style="list-style-type: none"> <li>1. Sale-retally comes to Sale office from shed by TFC_BBI_WH_01 or TFC_CTI_WH_01</li> <li>2. Sale-retally accepted or rejected (back to shed)</li> <li>3. If accepted, notice is given to Importer/ Vessel Agent/Clearing Agent (In case importer responds and asks for time, the sale of the said cargo is put on hold). SR number generated.</li> <li>4. Gazette notification</li> <li>5. Instruction to valuer for inventory</li> <li>6. Inventory report and Valuation report received</li> <li>7. Lot included in sale catalogue</li> </ol>
2.		Auction	TFC_SALE_AUC_01	<ol style="list-style-type: none"> <li>1. Catalogue generated with lot no. for individual lots and uploaded to MSTC site</li> <li>2. Inspection time and auction time fixed</li> <li>3. Valuation put on MSTC site on <u>one day before</u> Auction date</li> <li>4. After e-auction, bid details downloaded from MSTC site and uploaded in KoPT module</li> <li>5. Lots which have received bid(s) are sent to approving authority with recommendation for approval or rejection</li> <li>6. Approval received</li> </ol>
3.		Post-auction commercial	TFC_SALE_COM_01	<ol style="list-style-type: none"> <li>1. Ernest money and balance money by highest bidder deposited through MSTC with penalties, if any</li> <li>2. In case of full payment, B/E filed to Customs for duty calculation</li> <li>3. In case of non-recovery of full sale price, lot put up for re-auctioning</li> <li>4. On receipt of filled-in B/E with duty calculation, duty is paid to customs through draft (prepared by Dy CAO, Booking)</li> <li>5. After delivery of sold lots through TFC_SALE_DLV_01, earning from sale proceeds is apportioned as per provisions of MPT Act</li> <li>6. FA&amp;CAO is advised for appropriating the proceeds in various heads</li> </ol>
4.		Delivery of sold lots	TFC_SALE_DLV_01	<ol style="list-style-type: none"> <li>1. Delivery date is fixed and realisation of rent, if any</li> <li>2. Advice generated with Sale Auction Number. and sent to shed with mention of free-time of delivery</li> <li>3. Loading order generated from shed with input of sale auction no. and delivery given as per import procedure</li> <li>4. In case of sale on weight-basis, if cargo weight is excess, then delivery of excess cargo is given on extra payment at buyer's option. If weight is less, then proportionate refund is given (subject to certification from shed that all cargo in the said lot has been delivered)</li> </ol>

### Ship Management

<i>SI No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
1.	Ship Management	Advance Ship Planning	TFC_SHP_PLG_01	<ol style="list-style-type: none"> <li>1. Agent declares vessel at Berthing Meeting</li> <li>2. Agent uploads Berthing Application of vessel through PCS</li> <li>3. Application (through EDI &amp; manual) with details about the vessel and its cargo received by DDMS</li> <li>4. VCN generated by DDMS</li> <li>5. Berth allocation decided at Berthing Meeting</li> <li>6. Preparation of forecast list</li> <li>7. Daily updation of forecast at Berthing Meeting</li> </ol>
2.		Arrival of ship	TFC_SHP_ARR_01	<ol style="list-style-type: none"> <li>1. Ships are called for both Kolkata and Haldia as per Calling Priority (requirement of Haldia is received through DHMR)</li> <li>2. Calling list as per priority given to DHMR</li> <li>3. All callings notified to concerned sections (where vessels will arrive) with special instructions, if any</li> <li>4. Due arrival time conveyed by DHMR every morning (08:00hrs) over phone or from Marine Radio office (under DHMR) through SRs (Shipping Reports)</li> <li>5. Recording of Hauled-In (H/I) time recorded for vessels at anchorages. (The H/I times of other vessels are recorded at their respective sections)</li> </ol>
3.		Sailing of ship	TFC_SHP_SLG_01	<ol style="list-style-type: none"> <li>1. Information about sailing received from DHMP or DHMR (in case of vessels bound for BB/DH/ Sagor anchorages)</li> <li>2. All sailings notified to concerned sections (from where vessels will sail)</li> </ol>
4.		Shifting of ships	TFC_SHP_SFT_01	<ol style="list-style-type: none"> <li>1. Shifting of vessels primarily decided at Berthing Meeting. May be decided later in case of exigencies</li> <li>2. For intra-dock movement Dock Master's office informed and time settled mutually</li> <li>3. For inter-dock movements, Vessel Agent books Pilot with DHMP. Then DHMP informs shifting time to DDMS</li> <li>4. All shiftings notified to concerned sections (to/from where vessels will shift/be shifted )</li> <li>5. Any subsequent change in timing conveyed to Dock Master's Office</li> </ol>

5.		Recording Cargo Handling	TFC_SHP_CGH_01	<ol style="list-style-type: none"> <li>1. For ships working in anchorages, information about shift-wise output is given daily by Vessel Agent</li> <li>2. Data is entered in POMS system</li> </ol>
6.		Recovery of shifting charge	TFC_SHP_CRG_01	<ol style="list-style-type: none"> <li>1. Input of all shiftings from TFC_SHP_SFT_01</li> <li>2. Decision on whether a shifting is chargeable or not. Decision taken by Operational DDMs and approved by TM</li> <li>3. Charge-free statement (for non-chargeable shiftings) goes to S of C</li> </ol>
7.		Miscellaneous	TFC_SHP_MIS_01	<ol style="list-style-type: none"> <li>1. Preparation of Berthing List</li> <li>2. Statistics and MIS</li> </ol>
8.		Barge Declaration	TFC_SHP_BCN_01	<ol style="list-style-type: none"> <li>1. Barge operator applies to DDMO/DDMS with barge details for working inside the docks</li> <li>2. DDMO/DDMS advises for generation of BCN (Barge Calling Number) for a particular shed in KPD or NSD</li> <li>3. BCN is generated against a VCN on the POMS by clerk</li> </ol>

### Shipping Claims

<i>SI No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
1	Permit and License	Verification	TFC_SCL_VER_01	<ol style="list-style-type: none"> <li>1. Cargo related claims filed by party for cargo landed/received in dock premises (missing/pilfered/ theft/damage/excess payment etc)</li> <li>2. Verification of claim from shed</li> <li>3. Intimation to party about outcome of claim after verification</li> <li>4. In case of refund S of C intimated</li> </ol>

### Shipping General

<i>SI No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
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1	Shipping General	Commercial	TFC_SG_COM_01	<ol style="list-style-type: none"> <li>1. Various enquiries about commercial matters including interpretation of rules/policies from sheds and application from users</li> <li>2. Processing of quarries and applications</li> <li>3. Reply to quarries and applications</li> <li>4. If required matters are placed to appropriate authorities for decision.</li> <li>5. Preparation of Board Resolution if required</li> </ol>
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### Stevedoring

<i>Sl No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
1.	Stevedoring	Planning	TFC_STV_PLG_01	<ol style="list-style-type: none"> <li>1. Allotment of MHC berth vessels from Berthing Meeting</li> <li>2. Vessel agent supplies Import Bay Plan, Summery, TDR, Form-C</li> <li>3. Tentative export projection from Vessel Agent</li> <li>4. Work plan is prepared</li> <li>5. Work Plan finalized after discussion with Supdt of Container Terminal</li> </ol>
2.		Operations	TFC_STV_OP_01	<ol style="list-style-type: none"> <li>1. Input about arrival from DDMS/Cont Terminal</li> <li>2. CDLB gang booking</li> <li>3. Physical unloading operation starts</li> <li>4. Export shipment list collected from Cont Terminal Office from process TFC_CTE_SHPV_01 and copy handed over to Vessel Agent</li> <li>5. Export Bay Plan received from Vessel Agent</li> <li>6. Physical loading operation starts</li> <li>7. Daily morning reports, Import final report and Export final report submitted to Vessel Agent after approved by Chief Officer of Vessel</li> <li>8. Export TDR (Terminal Departure report) supplied by vessel Agent handed over to Cont Terminal Office</li> </ol>
3.		Post-operation commercial	TFC_STV_COM_01	<ol style="list-style-type: none"> <li>1. Shit-wise Output Certificate collected from CT office</li> <li>2. Shit-wise attendance of CDLB gang tagged with Output Certificates and sent to CDLB office</li> <li>3. CDLB bill received through SAOPR, verified and certified for payment and sent to DyCAO(Booking)</li> </ol>

<i>Sl No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
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1.	General section	Weighbridge Operation	TFC_G_WB_01	<ol style="list-style-type: none"> <li>1. Party (lorry) approaches Weighbridge Operator with document and payment for weighment (load or empty lorry)</li> <li>2. Weighbridge Operator makes weighment on payment of charges and issues Weighment Certificate.</li> <li>3. The weighment Certificate is produced either at shed/gate where details is entered in POMS. Difference of charge (in case of break-bulk) if any is realized by shed.</li> <li>4. From time to time the Weighbridge Operator uploads the transactions in POMS through a flat file.</li> <li>5. Monthly bills are prepared by the Weighbridge Operator and sent to Traffic Manager's office.</li> <li>6. TM's office sorts the bills and sends it to the respective sections for certification/verification.</li> <li>7. On receiving back the bills, they are sent to Finance Dept for payment.</li> </ol>
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<i>Sl No.</i>	<i>Section</i>	<i>Process Name</i>	<i>Process ID</i>	<i>Process Description</i>
1.	Container Terminal Office	Certification of Contractor's Work	TFC_CTO_01	<ol style="list-style-type: none"> <li>1. Work done certificate is prepared at Terminal Manager's office based on different inputs from various operational processes.</li> <li>2. Work done certificate is handed over to the Contractor.</li> <li>3. The contractor submits the work done certificate to CME with the bill.</li> </ol>
2		Entry of gears and consumables for cargo operation	KoPT/TRF/EGC_01	This process describes method of entry of gears & consumables inside the dock.
3		Certification of Contractor's work (operation of RTYGCS & RMQCs)	KoPT/TRF/CCW_01	This process describes the method of certifying contractor's invoice on per shift basis.
4		Supply of ship stores to the vessel	KoPT/TRF/SSV_01	This process describes the method of supply of ship store to the vessel.

**Total Processes: 134**



## Shipping and Cargo Handling

Sl. No.	Section	Process Name	Process ID	Process Description
01.	Cargo Handling	Unloading of dry bulk cargo from ship (conventional)	HSHGCB001	This process describes method of unloading of dry bulk cargo from ship by ship's crane.
02		Unloading of dry bulk cargo from ship (by Mobile Harbour Crane)	HSHGCB002	This process describes method of unloading of dry bulk cargo from ship by Mobile Harbour Crane.
03		Loading of dry bulk cargo on to ship (conventional)	HSHGCB003	This process describes the method of loading of dry bulk cargo on to ship by ship's crane.
04		Loading of dry bulk cargo on to ship (by Mobile Harbour Crane)	HSHGCB004	This process describes the method of loading of dry bulk cargo on to ship by Mobile Harbour Crane.
05		Unloading of break-bulk cargo from ship	HSHGCB005	This process describes method of unloading of break-bulk cargo from ship.
06		Loading of break-bulk cargo on to ship	HSHGCB006	This process describes method of loading of break-bulk cargo on to ship.
07		Unloading of container from ship	HSHGCB007	This process describes method of unloading of import container from ship.
08		Loading of container on to ship	HSHGCB008	This process describes method of loading of container on to ship.
09		Unloading of liquid-bulk cargo from ship	HSHGCB009	This process describes method of unloading of liquid-bulk cargo from ship
10		Loading of liquid-bulk cargo on to ship	HSHGCB010	This process describes method of loading of liquid-bulk cargo on to ship

11		Unloading of dry bulk cargo from barge	HSHGCB011	This process describes method of unloading of bulk cargo from barges.
12		Loading of dry bulk cargo on to barge	HSHGCB012	This process describes method of loading of dry bulk cargo on to barges.
13		Unloading of break-bulk cargo/ container from barge	HSHGCB013	This process describes method of unloading of break-bulk /container from barge.
14		Loading of break-bulk cargo/ container on to barges	HSHGCB014	This process describes method of loading of break-bulk/container on to barge.
15		Transfer of export container from CPY to hook point of ship	HSHGCB015	This process describes method of transfer of container from CPY to Hook point of ship.
16		Transfer of import container from hook point of ship to CPY	HSHGCB016	This process describes method of transfer of container from Hook point of ship to CPY.
17	<b>Commercial Section</b>	Delivery of bulk/ break bulk cargo by road	HSHGCB017	This process describes method of delivery of bulk/ break bulk cargo by road to the rightful owner
18		Delivery of container by road	HSHGCB018	This process describes method of delivery of container by road to the rightful owner
19		Delivery of bulk/ break bulk cargo by barge	HSHGCB019	This process describes the method of delivery of bulk/ break bulk cargo by water
20		Delivery of container by barge	HSHGCB020	This process describes method of delivery of container by water
21		Delivery of bulk/ break bulk cargo by rail	HSHGCB021	This process describes method of delivery of container by rail

22		Delivery of container by rail	HSHGCB022	This process describes method of delivery of container by rail
23		Receiving of bulk & break bulk cargo by road	HSHGCB023	This process describes method of receiving & readiness of bulk & break bulk cargo for shipment.
24		Receiving of container by road	HSHGCB024	This process describes method of receiving & readiness of container for shipment
25		Receiving of bulk & break bulk cargo by rail	HSHGCB025	This process describes the method of receiving bulk & break bulk cargo by rail & readiness of cargo for shipment.
26		Receiving of container by rail	HSHGCB026	This process describes method of receiving by rail & readiness of container for shipment
27		Delivery of Shut out/ Stock cargo by road	HSHGCB027	This process describes method of delivery of Shut out/ Stock, received for export purpose, to the rightful owner.
28		CFS removal of container/ cargo	HSHGCB028	This process describes the method of CFS removal of container/ cargo from dock.
29		Handling of Hazardous-1 container.	HSHGCB029	This process describes the procedure to deal with hazardous cargo.
30		Supply of Ship Store to the vessel.	HSHGCB030	This process describes the method of supply of ship store to the vessel.
31		Preparation / Despatch of Shed Diary	HSHGCB031	This process describes the method of preparation of Shed Diary & despatch of the same to Finance Division.
32		Issuance of OTR & B- FORM	HSHGCB032	This process describes method of issuance of Out Turn Report

33		Acceptance of payment for cargo/ container related charges, rent, ship stores etc.	HSHGCB033	& B- Form. This process describes method of acceptance of port charges.
34		Opening & closing of Export	HSHGCB034	This process describes method of opening of Export for receiving of cargo and container inside dock.
35		Weighment of cargo / container at port's weighbridge.	HSHGCB035	This process describes the procedure of weighment of cargo / container at port's weighbridge.
36		Ingress & Egress of barge	HSHGCB036	This process describes method of Ingress & Egress of barge
37	<b>Auction Sale</b>	Inventory & valuation	HSHGCB037	This process describes method of inventory & valuation of goods put up for auction.
38		Auction	HSHGCB038	This process describes method to get the highest value over the reserve price
39		Post-auction commercial	HSHGCB039	This process describes method for seeking approval of appropriate authority and filling custom's duty
40		Delivery of sold lots	HSHGCB040	This process describes method of disposal of goods
41	<b>Permit Office</b>	Issuance of Permit	HSHGCB041	This process describes method of issuance of permit
42	<b>Booking Office</b>	Deployment & attendance of Cargo Handling staff	HSHGCB042	This process describes method of booking of cargo handling staff for ship operation.
43	<b>Chiranji bpur office</b>	Forwarding application for land / office space allotment.	HSHGCB043	This process describes the method of forwarding application form for office space & land allotment inside DIZ on short term licence basis.

44		Vessel Declaration	HSHGCB044	This process describes method of declaration of vessel for this port
45	<b>Miscellaneous work</b>	Booking & Deployment of equipment	HSHGCB045	This process describes method of deployment of Port's equipment for ship operation.
46		Barge Declaration	HSHGCB046	This process describes method of declaration of barge for this port
47		Calling of Ships	HSHGCB047	This process describes method of calling of ships inside dock for undertaking cargo operation
48		Certification of contractor's invoice	HSHGCB048	This process describes the method of certifying contractor's invoice on monthly basis.
49		Certification of contractor's work (operation of RTYGC & RMQC)	HSHGCB048	This process describes the method of certifying contractor's invoice on per shift basis.
50		Entry of gears & consumables for cargo operation.	HSHGCB050	This process describes method of entry of gears & consumables inside the dock.

## Vigilance Department

SI No	Process Name	Process Description
<b>1</b>	Vigilance Investigation VIG/01	To investigate suspected corruption cases either suomoto or based on source information. To prepare reports on vigilance investigation, surprise checks.
<b>2</b>	Technical Examination of Civil/Mechanical and other technical works VIG/02`	To examine Civil /Mechanical and other works undertaken in Kolkata Port Trust and see if they conform to the technical specifications as given in work orders/contract. Prepare reports on Technical Examination and suggest recoveries/remedial action and systems improvement measures.
<b>3</b>	Disciplinary Proceedings Consideration VIG/03	To examine the investigation reports/ Technical Examination reports of investigating officers and reports of enquiry officers in disciplinary cases, and obtain orders of the competent authority about further course of action to be taken, and also obtaining the Central Vigilance Commission's first stage advice , for disciplinary action etc.
<b>4</b>	Disciplinary Proceedings Commencement VIG/03 A	Issue of Chargesheet to Charged Officer Appointment of Enquiry Officer and Presenting Officer
<b>5</b>	Enquiry Proceedings & Order VIG/03 B	To examine reports of enquiry officers in disciplinary cases, and obtain orders of the competent authority about further course of action to be taken, and also obtaining the Central Vigilance Commission's second stage advice , for disciplinary action etc.
<b>6</b>	Vigilance Clearance VIG/04	Providing vigilance clearance status of officers and employees of KDS, in matters of promotion, selection, international passport application, foreign tour both private and official, foreign training and superannuation etc.
<b>7</b>	Reply to Applications under Right to Information Act 2005 VIG/05	Providing suitable reply to information sought by individuals under Right to Information Act 2005.
<b>8</b>	First Appeal Process Vig/05A	First appeal by applicant against RTI reply
<b>9</b>	Second Appeal Process Vig/05 B	Second Appeal by applicant through CIC against RTI reply
<b>10</b>	Fact finding against complaint Vig/06	Complaint management process in case of fact finding report asked by Ministry/CVC

## Planning and Research

Sl. No.	Process Name	Process Description
01	Document Management System Fin_PR_RW_DMS01	Deals with the procedure regarding document registration/disposal/filing etc.
02	Leave Management System. Fin_PR_RW_LMS02	Deals with the procedure for different types of leaves (Casual/Earned/Half Pay/Maternity, etc.)
03	Bill Management System Fin_PR_RW_BMS03	Aims at ensuring timely disbursement of different types of payments to the concerned incumbents.
04	Employees' RSP Management System Fin_PR_RW_ERMS04	Consists mainly of three sub processes i.e. recruitment of employees, maintenance of seniority and promotion to higher posts.
05	Officers' RSP Management System Fin_PR_RW_ORMS05	Similar to Item No. 04. However, involved exclusively in raising proposals and subsequent persuasion for Recruitment/Promotion, etc.
06	Superannuation Management System Fin_PR_RW_SMS06	Details of superannuation matter are maintained and processed within stipulated period to ensure retirement benefits to the incumbents.
07	Hindi Management System Fin_PR_RW_HMS07	Deals with application of Rajbhasha (Hindi) in official work.
08	Procurement/ Utilisation/ Disposal of Office Inventories Fin_PR_RW_MMS08	Ensures procurement /utilization and disposal of office furniture/fixtures, photocopiers, water cooler, computer consumables etc.
09	RTI System Fin_PR_RW_RTMS09	Complies with the provisions of the RTI Act, 2005.
10	ISO System Fin_PR_RW_ISMS10	Deals with the matters related to ISO 9001:2008 implementation.

11	Hired Car Data Management System Fin_PR_RW_HCM S11	Deals with management of hired car data, utilisation and bill related particulars.
12	Annual Budget System Fin_PR_RW_ABM S12	Deals with formulation of original and revised estimate of annual budgets of this section.
13	Imprest Cash Management System. Fin_PR_RW_ICMS 13	Deals with management of Imprest Cash matters.
14	Officers'/Employees ' Attendance System Fin_PR_RW_AMS1 4	Deals with management of attendance of officers and employees.
15	Officers'/Employees ' Training System Fin_PR_RW_TMS1 5	Deals with management of training of officers and employees.
16	Annual Performance Appraisal (APAR/ACR) System. Fin_PR_RW_APMS 16	Deals with management of performance appraisal of officers and employees.
17	Ship Data Management System Fin_PR_RW_SDMS 01	Collect /collate raw data/ develop reports and disseminate various information related to Performance of Ships.
18	Cargo Data Management System Fin_PR_RW_CDM S02	Collect /collate raw data / develop reports and disseminate various information related to Cargo Handling.
19	Equipment Data Management System Fin_PR_RW_EDMS 03	Collect /collate raw data and develop / transmit different reports related to performance of various equipment.
20	Plan Data Management System Fin_PR_RW_PDMS 04	Collect information and preparation of various reports in respect of physical / financial progress of various plan capital projects related to infrastructure / capacity augmentation, expenditure etc.
21	Decision Support (DS) Report Management System	Develop different multidimensional reports based on the basic reports generated from aforesaid four Data Management Systems as 'Inputs' with the application of heuristic.



	Fin_PR_RW_DSMS 05	
22	Need-based Report Management System Fin_PR_RW_NRM S05	Compile different Daily /Weekly/short-term reports on the basis of instant /provisional data for Administrative/ Ministerial compliances.

## Personnel and Industrial Relations Division, HDC

Sl. No.	Section	Process Name	Process ID	Process Description
1	Canteen	Processing of suppliers bill	P&IR C 01	To prepare suppliers bill for payment by Finance Division upon receipt of bills from suppliers.
2	Recruitment Cell	Promotion of HDC personnel	P&IR P 01	Filling up of vacant posts by promotion upon receipt of requisition from the concerned Divisions.
3	Salary Billing Section	Preparation of monthly salary inputs of HDC employees.	P&IR S 01	Upon receipt of Attendance particulars from the concerned divisions, the necessary inputs for salary preparation including Grade Increment, Recommendation Sheets are prepared and are send to Finance Division for finalization of salary bills.
4	Settlement Section	Issuance of Retirement Notice	P&IR S 02	Issuance of Retirement Notice to the concerned employees with copies to the concerned divisions.
5	Settlement Section	Preparation and forwarding of inputs to Finance Division.	P&IR S 03	Preparation of No Pay status, Leave particulars, 10 months average pay, outstanding dues, etc. to Finance Division.
6	Training Section	Arrange training for HDC personnel	P&IR T 01	Arrange for imparting training and evaluate the effectiveness of training.
7	Recruitment Cell	Selection of suitable candidate for specific posts.	P&IR R 01	Recruitment of eligible candidates through advertisement / website insertion and selection of suitable candidates for specific posts.
8	Contract Labour Management Cell	Scrutiny of contractors bills	P&IR C 02	The contractors bills w.r.t. supply of contract labours are scrutinized to ensure that proper wages are paid, necessary deduction and submission of EPF & ESI contributions are made.
9	Training Section	Preparation of training calendar	P&IR T 02	Prepare training calendar based on training need identification by concerned divisions.
10	Training Section	Arrange external training for HDC personnel	P&IR T 03	Arrange for imparting training at outside organizations and evaluate the effectiveness of training.

### Medical - KoPT

Sl. No	Section	Process Name	Process ID	Process Description
1	REGISTRATION	Registration process	MED/PH/RP/01	Registration of patients for out patient treatment, dealings with paying patients, Issue of referral slip. Maintenance of hygiene & cleanliness is mentioned as separate processes
2	OPD	Management of routine patients at out door (Dental, Eye, Gynaecology & Obstetrics, Medical, Surgical, & Speciality clinics)	MED/PH/OPD/01	Doctor's advise for medical management of ambulatory patients including specialty treatment & physiotherapy. Maintenance of hygiene & cleanliness, Bio waste disposal, Sterilization & inventory functions is mentioned in separate processes
3	CASUALTY	Management of emergency patients in casualty	MED/PH/CAS/01	First aid & resuscitative management of patients, hypodermic injections, dressings, minor surgical procedures, transportation & Admission, Maintenance of hygiene, cleanliness, Bio waste disposal, Sterilization & inventory functions is mentioned in separate processes
4	PHARMACY	Supply of medicines, surgical dressings, drugs etc.	MED/PH/PHA/01	Supply of proper medicines as per prescription to patients & against indent from Indoor. Maintenance of hygiene, cleanliness, Bio waste disposal & inventory functions is mentioned in separate processes
5	PATHOLOGY	Investigation	MED/PH/PATH/01	Perform laboratory investigations, Maintenance of hygiene, cleanliness, Bio waste disposal, Sterilization & inventory functions is mentioned in separate processes
6	RADIOLOGY	Investigation	MED/PH/RAD/01	Perform Radiological investigations, Maintenance of hygiene, cleanliness, Bio waste disposal, Sterilization & inventory functions is mentioned in separate processes
7	PHYSIOTHERAPY	Physiotherapy to outdoor & indoor patients	MED/PH/PHY/01	To give physiotherapy with or without mechanical devices Maintenance of hygiene, cleanliness, Bio waste disposal, & inventory

				functions is mentioned in separate processes
8	IN PATIENT DEPARTMENT (IPD)	Management of indoor admitted patients	MED/PH/IPD/01	To provide medical management to Indoor admitted patients Maintenance of hygiene, cleanliness, Bio waste disposal, Sterilization, Laundry & inventory functions is mentioned in separate processes
9	ICU (CRITICAL PATIENT CARE UNIT)	Management of critical patients	MED/PH/ICU/01	To provide immediate intensive medical management to critical patients with or without life threatening condition through close monitoring and life support equipments. Maintenance of hygiene, cleanliness, Bio waste disposal, Sterilization, Laundry & inventory functions is mentioned in separate processes
10	OPERATION THEATRE	Anaesthetic & Operative management of patients	MED/PH/OT/01	Anesthetic & Operative management of Patients, Sterilization of materials Maintenance of hygiene, cleanliness, Bio waste disposal, Sterilization, Laundry & inventory functions is mentioned in separate processes
11	KITCHEN	Preparation of patient diet	MED/PH/KIT/01	Preparation & supply of diet as per requisition. Maintenance of hygiene, cleanliness & inventory functions is mentioned in separate processes
12	GENERAL STORE	Procurement, Storage, Supply of General, Surgical, Pathological, Radiological items	MED/PH/GS/01	Assessment, Procurement, Storage, Supply, Disposal of materials Maintenance of hygiene, cleanliness & inventory functions is mentioned in separate processes
13	MEDICINE STORE	Procurement, Storage, Supply of Medicines	MED/PH/MS/01	Assessment, Procurement, Storage, Supply & Disposal of Medicines Maintenance of hygiene, cleanliness & inventory functions is mentioned in separate processes
14	DISPENSARY	Treatment of ambulatory office & Quarter patients	MED/PH/DIS/01	Treatment of ambulatory patients. Maintenance of hygiene, cleanliness, Bio waste disposal, Sterilization, Laundry & inventory functions is mentioned in separate processes
15	HYGIENE AND CLEANLINESS OF HOSPITAL SECTIONS	Maintenance of cleanliness & hygiene	MED/PH/HYG/01	Maintenance of hygiene and cleanliness of the hospital

16	THEATRE'S STERILE SUPPLY UNIT [TSSU]	Supply of Sterile articles	MED/PH/TSSU/01	Sterilization & disinfections of various articles used for patient treatment.
17	BIOMEDICAL WASTE MANAGEMENT AT HOSPITAL SECTIONS	Biomedical waste management	MED/PH/BIO/01	Removal of biomedical waste generated through approved vendor following PCB laid down procedure
18 – 19	INVENTORY FUNCTIONS OF ALL HOSPITAL SECTIONS	A) Supply of inventory items	MED/PH/INV/01	Indenting, receiving storage & distribution of materials like medicines, surgical, pathological, radiological items, linen equipments, instruments, furniture etc.
		B) Condemnation	MED/PH/INV/02	Segregation, listing and condemnation of expired, damaged and non usable items.
20	DEATH PROCESS	Dealing with dead bodies	MED/PH/DEATH/01	Dealing with death occurring in hospital & outside & procedure followed for disposal of dead bodies
21- 28	OFFICE	A) Establishment matter	MED/PH/OF/EST/01	To follow processes created by Administration and Finance Division.
		B) Procurement of store items	MED/PH/OF/PRO/01	Procurement action of various items like medicines, instruments, equipments etc. through routine tendering process.
		C) Bi-annual procurement	MED/PH/OF/BAP/01	Enlistment of vendors for supply of medicines, surgical & other items through biannual contract & placement of orders for supply from time to time.
		D) Laundry	MED/PH/OF/LAU/0 1	Engagement of Vendor for Laundry services for the washing of linen items of the Hospital
		E) Maintenance, servicing, calibration & repair	MED/PH/OF/MCR/0 1	Engagement of Vendor for annual maintenance, servicing, calibration & repair of equipments
		F) Enlistment of medical institutions	MED/PH/OF/ENL/01	Enlistment/tie up with outside organizations for treatment & investigations
		G) Training of Hospital staffs & officers	MED/PH/OF/TRA/0 1	Identification of training needs, training of Hospital staffs & officers & evaluation
		H) Medical Board	MED/PH/OF/MB/01	Dealing with fitness, invalidation, light duty etc.
29	LABOUR ROOM	Delivery of babies.	MED/PH/LR/01	Examination of pregnant mother and delivery of baby. Maintenance of hygiene, cleanliness, Bio waste disposal, Sterilization, Laundry & inventory functions is mentioned in separate processes

30	REFERRAL SERVICE	Referral of patient	MED/PH/REF/01	Referral of patient to Centenary Hospital and Tie up/non Tie up Centres for investigations and treatment.
31	DOCK WORKER MEDICAL EXAMINATION	Health check up of Dock worker	MED/PH/DWME/01	Periodical examination of health of Dock Worker and proper documentation as per Dock safety guideline.
32	NON ENTITLED CASE	Non entitled patient management.	MED/PH/NEC/01	Treatment and investigation of Non entitled patient.

### Mechanical and Electrical Engineering, KDS

Sl. No	Name of the Process	Process ID
1.	Operation of KPD Lock Gates for inward vessel movement	MECH/01
2.	Operation of KPD Lock Gates for outward vessel movement	MECH/02
3.	Operation of NSD Lock Gates for inward vessel movement	MECH/03
4.	Operation of NSD Lock Gates for outward vessel movement	MECH/04
	Operation of Dry Dock comprising of following5 processes	
5.	Allocation of Dry Dock	MECH/05
6.	Operation of De-watering Pump	MECH/06
7.	Keel Block laying	MECH/07
8.	Dry Dock flooding	MECH/08
9.	Docking of vessel	MECH/09
10.	Undocking of vessel	MECH/10
11.	Breakdown Maintenance	MECH/11
12.	Operation of Swing Bridge	MECH/12
13.	Operation of Bascule Bridge	MECH/13
14.	Equipment Support Service	MECH/14
15.	Preventive Maintenance	MECH/15
16.	Operation and maintenance of Jet Dredger	MECH/16
17.	Identification and rectification of electrical faults	MECH/17
18	Direct procurement of goods and services	MECH/18
19	Procurement of goods and services through limited tender	MECH/19
20	Procurement of goods and services through open tender	MECH/20
21	Processing of bills	MECH/21
22	Payment receivable process for use of Dry Docks	MECH/22

### Plant & Equipment, HDC

Sl No	Process Id	Process Description
1	Power Supply	Power Supply to different Units

	PE/PH/01	
2	Loading of Thermal Coke PE/OCHP/02,	After receipt of fit wagons in decoupled condition in the feeder line, those are placed in the Coal Wagon Tiplers for unloading. After discharging of Coal through mechanical system, the empty wagon pushed out from the tiplers and the Coal is passed through various conveyors into the vessel for loading. In absence of wagons at tiplers, cargo is reclaimed from the stack yard by Stacker Cum-reclaimer and is directly fed to vessel for loading.
3	Unloading of Thermal Coke PE/OCHP/01	After receipt of fit wagons in decoupled condition in the feeder line, those are placed in the Coal Wagon Tiplers for unloading. After discharging of Coal through mechanical system, the empty wagon pushed out from the tiplers and the Coal is passed through various conveyors and finally passes either at the stack yard for stacking or in the vessel for loading depending upon the situation.
4	Operation of Lock Gate PE/LE/01	Opening or closing of Lock Gates (Inner/Outer) as per Marine demand so as to ensure the inward & outward movement of Merchant ships, HDCs own fleet of Dredgers, Tugs, Boats etc.

**Total Processes (CME & P & E, Combined and Exclusive): 26**

### **Materials Management - KDS**

<b>SI No</b>	<b>Process Name</b>	<b>Process Description</b>
1	Stores Supply of materials CMM STR 10	Receipt, storing and issue of materials against Indent/Estimate sheet.
2	Purchase PURCHASE VALUE LESS THAN 10 LACS CMM PUR 20A	Purchase of materials against Purchase requisition / Estimate sheet received from Stores.
3	Purchase PURCHASE VALUE ABOVE 10 LACS CMM PUR 20B	Purchase of materials against Purchase requisition / Estimate sheet received from Stores.
4	Purchase Market purchase by committee limit 1 lac CMM PUR 20C	Purchase of materials against Purchase requisition / Estimate sheet received from Stores.
5	Purchase of spare parts from /OEM CMM PUR 20D	Purchase of materials against Purchase requisition / Estimate sheet received from Stores.
6	Inspection of general item CMM INPG 30A	Inspection of supplies received against purchase orders.
7	Inspection of critical items CMM INPC 30B	Inspection of supplies received against purchase orders.

<b>8</b>	Inspection of Items require test CMM INPT 30C	Inspection of supplies received against purchase orders.
<b>9</b>	Delivery Period Extension CMM DPE 30D	Delivery Period extension in case of delayed order supply
<b>10</b>	Enlist of vendors/Renewal of enlistment of vendors. CMM ENLT 40	Enlistment of new vendors and re validation of vendors for MM Division. Also reply to Government Audit Quarries.
<b>11</b>	Cancellation of order & Risk purchase CMM CO 30E	Cancellation of order in case of delayed supply
<b>12</b>	Payment of advance against proforma invoice bills CMM INP 30A	Payment against invoice bills
<b>13</b>	Payment of against GRN bills CMM INP 30B	Payments against Goods Received Note
<b>14</b>	Adjustment of Advance Payment through proforma Invoice of bills CMM INP 30C	Adjustment process in case of advance payment
<b>15</b>	Preparation of Goods Receipt Note/GRN CMM INSP 30	Good received notes generation process
<b>16</b>	Disposal CMM DSP 50	Disposal of all materials received for disposal at the earliest time.

### Materials Management - HDC

<b>Sl No</b>	<b>Process Name</b>	<b>Process Description</b>
<b>1</b>	Processing tenders for award of contract/order (MM_P_ORD2) MM_P_ORD2	From the date of opening of techno-commercial bids to the date of award of contracts for value morethan than 7.50 lakhs
<b>2</b>	Processing tenders for award of contract/order (MM_P_ORD1) MM_P_ORD1	From the date of opening of techno-commercial bids to the date of award of contracts for value less than 7.50 lakhs
<b>3</b>	Processing a PR for in-principle approval MM_P_I 01	To process a PR for in-principle approval.
<b>4</b>	Processing a website tender for techno-commercial bid opening when value less than 2 lakhs MM_P_WT1	To process a website tender for techno-commercial bid opening.



5	Processing a open tender for techno-commercial bid opening when value is more than 7.5 lakhs MM_P_OT2	for techno-commercial bid opening when value less than 7.5 lakhs more than 2 lakhs
6	Processing a open tender MM_P_OT1	Open Tender Process
7	Processing for advance payment MM_P_CB1	To process a credit bill.
8	Processing a credit bill MM_P_CB1	To process a credit bill.
9	Processing a PR for award of contract/ order for emergency procurement MM_P_ST 01	To process a PR for award of contract/ order for emergency procurement.
10	Processing a PR for award of Contract/ Order of proprietary items CMM_PT 01	To process a PR for placement of Contract/ Order
11	Receiving of Materials CMM_RM 01	To process for receiving materials by store.
12	Release security money/ bank guarantee of successful bidders after completion of guarantee period CMM_RSM 01	To release security money/ bank guarantee of successful bidders after completion of guarantee period.
13	Release earnest money of unsuccessful bidders CMM_REM 01	To release earnest money of unsuccessful bidders.

### Marine - KDS

SI No	Process Name	Process Description
1	Preparation Of Estimate For Outsourcing Repair Work	Process used to estimate the value of tender for outside repair work
2	Tendering Process For Outsourcing Repair Work	Tendering Process for outsourcing repair work
3	Monitoring Repair Work Through Outsourcing	Monitoring of repair work done after tendering
4	Annual Maintenance Through Outsourcing	Annual maintenance operation done through outsourcing and contract
5	Licensing / Registration Of Non	License process for propelled vehicles

	Propelled Vessels	
6	Repair/Maintenance Of Wireless Equipment	Repairing work and maintenance of wireless equipments
7	Providing Reception Facilities To Ships	Providing reception facilities in any kind of ships registered in KoPT
8	Enlistment Of Barges For Lighterage Operation	Enlistment operation for barges
9	Ship Recycling Facilities	Ship Breaking Activities by third party allocation
10	Classification And Categorization Of Hazardous Cargo	Categorization and treatment of hazardous cargo
11	Preparation Of Estimate For Hiring Of Utility Vessels	Estimation of tender for hiring of utility vessels
12	Tendering Process For Hiring Of Utility Vessels	Tendering Process for hiring of utility vessels
13	Preparation Of Estimate For Outsourcing Manning And Operation Of Port Crafts	Estimation and maintenance of operational port crafts
14	Tendering Process For Outsourcing Manning And Operation Of Port Crafts	Tendering process for outsourcing manning and operation of port crafts
15	Preparation Of Estimate For Hiring Of Launches For Conservancy Works	Estimation for tendering for hiring of launches
16	Tendering Process For Hiring Of Launches For Conservancy Works	Tendering process for hiring of launches
17	Process For Issuance Of Notice For Encroachment	Notice issuance process for encroachment
18	Process For Granting Permission For Excavation Of Silt From River	Permission granting process for excavation of silt from river
19	Hydrographic Survey Of The Shipping Channel	Hydrographic survey by Chief Hydrographer
20	Printing Of Charts	Printing of charts by Chief Hydrographer
21	Tidal Data Collection	Tidal data collection by chief hydrographer
22	Maintenance Dredging In The Shipping Channel	Dredging operation by KoPT's dredger
23	Despatch Work-Routine Maintenance Of Channel Buoys /Light Vessels	Routine maintenance of channel buoys and light vessels
24	Despatch Work-Emergency Maintenance Of Channel Buoys /Light Vessels	Emergency maintenance process for channel buoys and light vessels
25	Preparation Of Estimate For Outsourcing Repair Works Of Buoy / Light Vessel	Estimation for outsourcing repair work
26	Preparation Of Estimate For Outsourcing Of Surveillance Of	Estimation for outsourcing of surveillance of navigational buoy lights

	Navigational Buoy Lights	
27	Tendering Process For Outsourcing Repair Works Navigational Buoys /Light Vessels & Surveillance Of Navigational Buoy Lights	Tendering process for navigational lights repairing and surveillance of navigational buoy lights
28	Berthing Inside Docks (KPD & NSD)	Berthing of vessels inside docks
29	Un-berthing Inside Docks (KPD & NSD)	Un-berthing of vessels from docks
30	Harbour Pilotage -Inward	Harbour Pilotage process for Harbour Master Port (for inward movement of vessels)
31	Harbour Pilotage-Outward	Harbour Pilotage process for Harbour Master Port (for outward movement of vessels)
32	Water supply to vessels at KDS by Water Barge	Water Supply to vessels by barges carrying water
33	Maintenance of depth of Lock & Approach Jetties by Grab Dredger	Maintenance of depth of lock by dredging operation
34	Tender for outsourcing the work of dock dredging	In case of dredger is outsourced, the tendering process of hiring it
35	Entry and Exit of barges to and fro Docks	Entry and exit of barges from docks
36	Realization of damage to port property by ships	In case port is damaged by ship, the realization of damage charge is explained
37	Calling of vessels in KoPT	Calling of vessels from Sand head to Kolkata Port
38	River Pilotage Inward	Piloting of vessels from sand head to port under supervision of Harbour Master River
39	River Pilotage (Sailing/ Departure from KDS/HDC)	Piloting of vessels from port to sand head under supervision of Harbour Master River

### Marine - HDC

Sl. No.	Process Name	Process Description
01.	Calling of vessels HDCMO-01	(1). Declaration of vessel profile for approval. (2). If approved, submits to the respective division for VCN. (3). Depending on the requisition of the agent, document status, availability of berth and availability of slot, the vessel's acceptance is communicated to the Director Marine Department, Harbour Master (River) and the Commander Pilot Station.
02	Berthing of vessels HDCMO-02	(1). River Pilot boards the vessel. (2). Oil Jetty vessels are berthed at allotted oil jetties, Dock vessels are berthed in the Lock Gate from where Dock Pilots

		take over for taking them to the allotted berths.
03	Shifting of vessels HDCMO-03	Vessels are required to shift (i) for placement at the working berth/ idle berth/ non working berth / make room for higher priority vessels. Following are the procedures: (1). Shifting time is conveyed to the vessel through the movement order or through the agent or is communicated over VHF. (2). Dock Pilot boards at the scheduled time. Takes the vessel to the designated berth with the help of tugs.
04	Sailing of vessels HDCMO-04	(1). Agent books the vessel for sailing. (2) Sailing slot is allotted following priority norms, availability of drafts and availability of resources at disposal. (3). Pilot is allotted by the Harbour Master (River). (4). Dock Pilot boards as per schedule. (5). The vessel enters lock under the guidance of the Asst. Dock Master. (6). River Pilot sails the vessel to Pilot disembarkation point/ Kolkata/ Sagar/ Diamond Harbour etc.
05	Repairing of HDC crafts HDCMO-05	i) CE/EiC of the vessel report for breakdown to CE, MRW. ii) If spares available repairs is being carried out by MRW, if not, placed requisition to MM Division or procure spares/ materials with approval of Appropriate Authority. iii) If repair works is not undertaken by MRW, tendering is being done. iv) Work Order given to L1 bidder. v) If dry docking is not required, repairs at Haldia. vi) In case of Dry Docking, movement notice to KDS Dry Dock. vii) On completion of repair, return back to Haldia.
06	Preventive maintenance of HDC crafts HDCMO-06	i) CE/ EiC of the vessels planned for schedule maintenance and projected to CE MRW. ii) Based on various defects CE MRW raise demands for spares and materials to MM Div. III) MM Div supply materials and spare to MRW iv) CE MRW prepare scheduled maintenance plan for crafts and forwarded to DMME. vi) DMME finalize the plan forwarded the same to MMOH for approval. vii) Upon receiving approval schedule maintenance and repairs are being done by MRW within schedule time. viii) Inform CE of the vessel.
07	4 yearly survey and dry dock repair of HDC craft HDCMO-07	i) Necessary survey is being done by CE of the vessel before preparing work plan and forwarded to MMOH through DMME. ii) CE/EiC prepare vessel for Dry Dock survey repair. ii) Work plan and estimate is being prepared by CE/EiC of the vessel and forwarded to MMOH through DMME for approval. iii) Tendering is being one upon receiving approval from appropriate authority.

		<p>iv) L1 bidder selected and work order given to L1 bidder.</p> <p>v) Communicated to KDS dry dock for dry docking.</p> <p>vi) Vessel reached at KDS Dry Dock.</p> <p>vii) Repair is being undertaken under supervision of CE/EIC of the vessel.</p> <p>viii) On completion of repairing inform to statutory authority of necessary survey.</p> <p>ix) If satisfied, vessel arrived at Haldia.</p> <p>x) If not, necessary repair is being done and vessel arrives at Haldia.</p>
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### Legal Division

SI No	Process Name	Process Description
1	Litigation Leg_lit_01	All court cases filed before the Judicial forum and other statutory authorities.
2	Opinion Leg_OP_02	Opinions are being given by Legal department on all miscellaneous issues other than litigation and also queries arising out of the litigation.
3	Processing of Lawyer's bill Leg_PLB_03	Professional and miscellaneous bills of lawyers are being processed by legal department and forwarded to the finance department for payment.
4	Establishment of legal department Leg_ELD_04	Personal files etc. of all officers and employees of legal department and other issues related to the establishment

### Labour & IR Department, KDS

Sl. No.	Section	Process Name	Process ID	Process Description
1.	Training Institute	<p>A. Preparation of yearly Training Calendar</p> <p>B. Requisition for nomination of participants.</p> <p>C. Selection of guest faculty.</p> <p>D. Feedback from</p>	<p>A. Lab/Trg/1/A</p> <p>B. Lab/Trg/1/B</p> <p>C. Lab/Trg/1/C</p> <p>D. Lab/Trg/1/D</p>	<p>A. To prepare yearly Training Calendar for the Institute.</p> <p>B. To get nomination of participants for the Training course.</p> <p>C. Selection of guest faculties for various Training Courses.</p> <p>D. Getting feedback on the training from the participants</p>

		the participants  E. Feedback on the effectiveness of training.  F. Preparation of reports	E. Lab/Trg/1/E  F.Lab/Trg/1/F	E. Getting feedback from the nominating departments on the effectiveness of the training  F. Preparation of the annual report of the training courses.
2.	Safety Administration	A. To monitor compliance of Dock Workers' (Safety, Health and Welfare) Regulations.  B. Monitoring of accidents/dangerous occurrence.  C. Holding Safety Committee Meetings as per the Regulation.	A. Lab/Safety/2/A  B. Lab/Safety/2/B  C. Lab/Safety/2/C	A. To inspect and study the work process and work environment in Dock premises to identify non-compliance if any.  B. To investigate and prevent accidents/dangerous occurrence.  C. To organise and hold the Safety Committee Meeting and to follow up the decisions taken in the meeting.
3.	Class – IV Quarters Administration	A. Allotments / Transfer / Vacation of quarters.  B. Action for un-authorized occupation of quarters  C. Eviction of un-authorized occupants of quarters	A. Lab/H&W/3/A  B. Lab/H&W/3/B  C. Lab/H&W/3/C	A. Allotments / Transfer / Vacation of quarters as per Rules Governing the Trustees' Class-IV Accommodation.  B. Action against the occupants for un-authorized occupation of quarters as per Rules Governing the Trustees' Class-IV Accommodation.  C. Eviction procedure against un-authorized non-employee occupants of quarters.

### Civil Engineering – KDS

SI No.	Division	Process Name	Process ID	Process Description
01	KPD	Processing of	KoPT_KDS_CE_KPD_E_1	Preparation and Sanction of

		Estimate		Estimate
		Processing of Tender	KoPT_KDS_CE_KPD_T_1	Preparation and Sanction of Tender including placement of work order
		Execution of work	KoPT_KDS_CE_KPD_W_1a	a) Start, carry out and completion of work.
			KoPT_KDS_CE_KPD_W_1b	b) Extension of Time.
			KoPT_KDS_CE_KPD_W_1c	c) Execution of Excess & Extra work.
		Bill payment	KoPT_KDS_CE_KPD_B_1	Preparation of interim & final bill and its payment by Finance Dept.
02	NSD	Processing of Estimate	KoPT_KDS_CE_NSD_E_1	Preparation and Sanction of Estimate
		Processing of Tender	KoPT_KDS_CE_NSD_T_1	Preparation and Sanction of Tender including placement of work order
		Execution of work	KoPT_KDS_CE_NSD_W_1a	a) Start, carry out and completion of work.
			KoPT_KDS_CE_NSD_W_1b	b) Extension of Time.
			KoPT_KDS_CE_NSD_W_1c	c) Execution of Excess & Extra work.
		Bill payment	KoPT_KDS_CE_NSD_B_1	Preparation of interim & final bill and its payment by Finance Dept.
03	RAIL	Processing of Estimate	KoPT_KDS_CE_RLY_E_1	Preparation and Sanction of Estimate
		Processing of Tender	KoPT_KDS_CE_RLY_T_1	Preparation and Sanction of Tender including placement of work order
		Execution of work	KoPT_KDS_CE_RLY_W_1a	a) Start, carry out and completion of work.
			KoPT_KDS_CE_RLY_W_1b	b) Extension of Time.
			KoPT_KDS_CE_RLY_W_1c	c) Execution of Excess & Extra work.
		Bill payment	KoPT_KDS_CE_RLY_B_1	Preparation of interim & final bill and its payment by Finance Dept.
04	KOL	Processing of Estimate	KoPT_KDS_CE_KOL_E_1	Preparation and Sanction of Estimate
		Processing of Tender	KoPT_KDS_CE_KOL_T_1	Preparation and Sanction of Tender including placement of work order
		Execution of work	KoPT_KDS_CE_KOL_W_1a	a) Start, carry out and completion of work..
			KoPT_KDS_CE_KOL_W_1b	b) Extension of Time.
			KoPT_KDS_CE_KOL_W_1c	c) Execution of Excess & Extra work.
		Bill payment	KoPT_KDS_CE_KOL_B_1	Preparation of interim & final bill and its payment by Finance Dept.
05	CONT	Checking of Estimate		Checking and Sanction of Estimate
		Processing of Tender	KoPT_KDS_CE_CIV_T_1	Preparation and Sanction of Tender including placement of work

				order(above Rs.10 Lakhs put to tender)
		Processing of Extra-Excess-Extension of Time	KoPT_KDS_CE_CIV_EX_1a	Processing and sanctioning of Extra-Excess.
			KoPT_KDS_CE_CIV_EX_1b	Processing and sanctioning of Extension of Time.
06	ENV	Processing of Estimate	KoPT_KDS_CE_ENV_E_1	Preparation and Sanction of Estimate
		Processing of Tender	KoPT_KDS_CE_ENV_T_1	Preparation and Sanction of Tender including placement of work order
		Execution of work	KoPT_KDS_CE_ENV_W_1a	a) Start, carry out and completion of work.
			KoPT_KDS_CE_ENV_W_1b	b) Extension of Time.
			KoPT_KDS_CE_ENV_W_1c	c)Execution of Excess & Extra work.
		Bill payment	KoPT_KDS_CE_ENV_B_1	Preparation of interim & final bill and its payment by Finance Dept.
07	SOUTH	Processing of Estimate	KoPT_KDS_CE_SOU_E_1	Preparation and Sanction of Estimate
		Processing of Tender	KoPT_KDS_CE_SOU_T_1	Preparation and Sanction of Tender including placement of work order
		Execution of work	KoPT_KDS_CE_SOU_W_1a	a) Start, carry out and completion of work.
			KoPT_KDS_CE_SOU_W_1b	b) Extension of Time.
			KoPT_KDS_CE_SOU_W_1c	c)Execution of Excess & Extra work.
		Bill payment	KoPT_KDS_CE_SOU_B_1	Preparation of interim & final bill and its payment by Finance Dept.
08	RS	Processing of Estimate	KoPT_KDS_CE_RS_E_1	Preparation and Sanction of Estimate
		Processing of Tender	KoPT_KDS_CE_RS_T_1	Preparation and Sanction of Tender including placement of work order
		Execution of work	KoPT_KDS_CE_RS_W_1a	a) Start, carry out and completion of work.
			KoPT_KDS_CE_RS_W_1b	b) Extension of Time.
			KoPT_KDS_CE_RS_W_1c	c)Execution of Excess & Extra work.
		Bill payment	KoPT_KDS_CE_RS_B_1	Preparation of interim & final bill and its payment by Finance Dept.
09	RT	Processing of Estimate	KoPT_KDS_CE_RT_E_1	Preparation and Sanction of Estimate
		Processing of Tender	KoPT_KDS_CE_RT_T_1	Preparation and Sanction of Tender including placement of work order
		Execution of work	KoPT_KDS_CE_RT_W_1a	a) Start, carry out and completion of work.
			KoPT_KDS_CE_RT_W_1b	b) Extension of Time.
			KoPT_KDS_CE_RT_W_1c	c)Execution of Excess & Extra work.



		Bill payment	KoPT_KDS_CE_RT_B_1	Preparation of interim & final bill and its payment by Finance Dept.
10	DEV	Processing of Estimate	KoPT_KDS_CE_DEV_E_1	Preparation and Sanction of Estimate
		Processing of Tender	KoPT_KDS_CE_DEV_T_1	Preparation and Sanction of Tender including placement of work order
		Execution of work	KoPT_KDS_CE_DEV_W_1a	a) Start, carry out and completion of work.
			KoPT_KDS_CE_DEV_W_1b	b) Extension of Time.
			KoPT_KDS_CE_DEV_W_1c	c) Execution of Excess & Extra work.
		Bill payment	KoPT_KDS_CE_DEV_B_1	Preparation of interim & final bill and its payment by Finance Dept.
11	DESIGN	Processing of Estimate	KoPT_KDS_CE_DES_E_1	Preparation and Sanction of Estimate
		Processing of Tender	KoPT_KDS_CE_DES_T_1	Preparation and Sanction of Tender including placement of work order
		Execution of work	KoPT_KDS_CE_DES_W_1a	a) Start, carry out and completion of work.
			KoPT_KDS_CE_DES_W_1b	b) Extension of Time.
			KoPT_KDS_CE_DES_W_1c	c) Execution of Excess & Extra work.
		Bill payment	KoPT_KDS_CE_DES_B_1	Preparation of interim & final bill and its payment by Finance Dept.
12	MANAGER ENVIRONMENT	Processing of Estimate	KoPT_KDS_CE_ME_E_1	Preparation and Sanction of Estimate
		Processing of Tender	KoPT_KDS_CE_ME_T_1	Preparation and Sanction of Tender including placement of work order
		Execution of work	KoPT_KDS_CE_ME_W_1a	a) Start, carry out and completion of work.
			KoPT_KDS_CE_ME_W_1b	b) Extension of Time.
			KoPT_KDS_CE_ME_W_1c	c) Execution of Excess & Extra work.
		Bill payment	KoPT_KDS_CE_ME_B_1	Preparation of interim & final bill and its payment by Finance Dept.

### Infrastructure & Civil Facilities – HDC

Sl.No.	Process ID	Process Name / Description
1	HICDZ01/HICIZ01/HICRZ01	Approval of estimate(Value< 0.50L)
2	HICDZ02/HICIZ02/HICRZ02	Approval of estimate(0.50L<Value< 3.0L)
3	HICDZ03/HICIZ03/HICRZ03	Approval of estimate ( 3.0L< Value > 500L)
4	HICDZ04/HICIZ04/HICRZ04	Approval of estimate ( Value > 500 L)
5	HICDZ06/HICIZ06/HICRZ06	Tendering & selection of contractor (Value< 0.50L)
6	HICDZ07/HICIZ07/HICRZ07	Tendering & selection of contractor (0.50L<Value< 3.0L)
7	HICDZ08/HICIZ08/HICRZ08	Tendering & selection of contractor ( 3.0L < Value < 5.0L)
8	HICDZ09/HICIZ09/HICRZ09	Tendering & selection of contractor ( 5.0L < Value < 10.0L)
9	HICDZ10/HICIZ10/HICRZ10	Tendering & selection of contractor ( Value > 10.0 L)
10	HICDZ12/HICIZ12/HICRZ12	Project Execution & Monitoring
11	HICDZ14/HICRZ14	Fresh Water supply to vessel
12	HICDZ16/HICIZ16/HICRZ16	Day to day departmental maintenance
13	HICDZ17/HICIZ17/HICRZ17	Maintenance of railway track: need based
14	HICDZ18/HICIZ18/HICRZ18	Maintenance of railway track: derailment
15	HICDZ25A1/HICIZ25A1/HICRZ25A1	In principle approval of EOT (extension of time) for below 3 months: below 1L
16	HICDZ25A2/HICIZ25A2/HICRZ25A2	Final approval of EOT (extension of time) upto 3 months : below 1L
17	HICDZ25B1/HICIZ25B1/HICRZ25B1	In principle approval of EOT (extension of time) for 3 to 6 months: below 1L
18	HICDZ25B2/HICIZ25B2/HICRZ25B2	Final approval of EOT (extension of time) for 3 to 6 months: below 1L
19	HICDZ25C1/HICIZ25C1/HICRZ25C1	In principle approval of EOT (extension of time) for above 6 months: below 1L
20	HICDZ25C2/HICIZ25C2/HICRZ25C2	Final approval of EOT (extension of time) above 6 months: below 1L
21	HICDZ26A1/HICIZ26A1/HICRZ26A1	In principle approval of EOT (extension of time) for below 6 months: 1 - 3L
22	HICDZ26A2/HICIZ26A2/HICRZ26A2	Final approval of EOT (extension of time) below 6 months : 1 - 3L
23	HICDZ26B1/HICIZ26B1/HICRZ26B1	In principle approval of EOT (extension of time) for above 6 months: 1 - 3L
24	HICDZ26B2/HICIZ26B2/HICRZ26B2	Final approval of EOT (extension of time) above 6 months: 1 - 3L
25	HICDZ27A1/HICIZ27A1/HICRZ27A1	In principle approval of EOT (extension of time) for below 6 months: 3L - 500L
26	HICDZ27A2/HICIZ27A2/HICRZ27A2	Final approval of EOT (extension of time) below 6 months :3L - 500L

27	HICDZ27B1/HICIZ27B1/HICRZ27B1	In principle approval of EOT (extension of time) for above 6 months:3L - 500L
28	HICDZ27B2/HICIZ27B2/HICRZ27B2	Final approval of EOT (extension of time) above 6 months:3L - 500L
29	HICDZ28A/HICIZ28A/HICRZ28A	In principle approval of EOT (extension of time) for below or above 6 months: above 500L
30	HICDZ28B/HICIZ28B/HICRZ28B	Final approval of EOT (extension of time) below or above 6 months: above 500L
31	HICDZ30A1/HICIZ30A1/HICRZ30A1	In principle approval of extra- excess work (below 10% ): 1L-3L
32	HICDZ30A2/HICIZ30A2/HICRZ30A2	Final approval of extra- excess work (below 10% of STV): 1L-3L
33	HICDZ30B1/HICIZ30B1/HICRZ30B1	Inprinciple approval of extra- excess work (above 10% of STV) : 1L-3L
34	HICDZ30B2/HICIZ30B2/HICRZ30B2	Final approval of extra- excess work (beyond 10% of STV): 1L-3L
35	HICDZ31A1/HICIZ31A1/HICRZ31A1	In principle approval of extra- excess work (below 10% of STV) :3L - 500L
36	HICDZ31A2/HICIZ31A2/HICRZ31A2	Final approval of extra- excess work (below 10% of STV):3L - 500L
37	HICDZ31B1/HICIZ31B1/HICRZ31B1	In principle approval of extra- excess work (above 10% of STV):3L - 500L
38	HICDZ31B2/HICIZ31B2/HICRZ31B2	Final approval of extra- excess work (above 10% of STV):3L - 500L
39	HICDZ32A/HICIZ32A/HICRZ32A	In principle approval of extra- excess work (any amount) : above 500L
40	HICDZ30B/HICIZ30B/HICRZ30B	Final approval of extra- excess work (any amount): above 500L

### HYDRAULIC STUDY DEPARTMENT

Sl. No	Section	Process Name	Process ID	Process Description
01.	ANALYTICAL LABORATORY	HYDROLOGICAL OBSERVATION	HYD_LAB_01	Field Measurement of Hydrological characteristics e.g. tide, velocity, discharge, sediment concentration, salinity, temperature by the help of Accoustic Doppler Current Profiler (ADCP), Salinity Meter& Current Meter. Preparation of reports with the techniques of REMOTE SENSING / GIS

02.	DRAWING SECTION	PREPARATION OF PROCESSED CHARTS	HYD_DWG_01	Comparison of depths, iso-depth contours, bankline of river bathymetry of the current year w.r.t. base year by the aid of REMOTE SENSING / GIS techniques with software like AUTOCAD, SURFER,
03.	HYDRAULIC MODEL CENTER	FIXED BED SCALED (Horizontal : 1:800 & Vertical : 1:160) PHYSICAL MODEL EXPERIMENT	HYD_HMC_01	Study the efficacy of any conceptual / proposed engineering measure to be undertaken in the river viz. dredging, construction of spur / groyne / guidewall / jetty, Bank protection works The model is equipped with AUTOMATIC TIDE GENERATING (ATG) SYSTEM & other electronic instruments for measuring water-level elevations and velocity of flow
04.	MATHEMATICAL MODELLING UNIT	NUMERICAL MODEL EXPERIMENT WITH THE AID OF SOFTWARE LIKE MIKE 11 / MIKE 21	HYD_MM_01	Solution of CLASSICAL DYNAMICS' CONSERVATION LAWS OF MASS & MOMENTUM WITH THE BOUNDARY CONDITIONS viz. Water Level, Discharge, Velocity, Sediment concentration in existing condition as well as in altered condition as described in #3
05.	HYDRAULIC STUDY FIELD ORGANIZATION (HSFO), BERHAMPOR E	HYDROGRAPHIC SURVEY OF THE RIVER BHAGIRATHI BETWEEN NABADWEEP AND FARAKKA	HYD_HSFO_01	Bathymetric Survey carried out by ECHO SOUNDER & Differential Global Positioning System (DGPS) coupled with HYPACK SOFTWARE
06.	NAVIGATIONAL AIDS LABORATORY	MAINTENANCE OF ELECTRONIC COMMUNICATION CHAIN	HYD_ELAB_01	<ol style="list-style-type: none"> <li>1. Vessel Traffic Management System (VTMS)</li> <li>2. DGPS</li> <li>3. VHF Communication Equipment</li> <li>4. ADCP</li> <li>5. Multi-beam Echo sounder</li> <li>6. Current Meters</li> </ol>
07.	ANALYTICAL LABORATORY	RADIO ISOTOPE EXPERIMENT TO DETERMINE SEDIMENT DISTRIBUTION PATTERN	HYD_LAB_02	Scandium-46 radio isotope is used to find out the movement of the river-bed material. Sediment grains similar to bed load material are coated with SC-46 powder and injected at the dredged material dumping location. The movement of the SC-46 coated material along-with tide is tracked over its half-life of 86 days through Geiger counter.

				Thus after 86 days, a distribution pattern of the radioactive material is found in the fluvial / estuarine environment w.r.t. the dumping ground of the dredged material.
08.	MARINE WING	EXAMINATION SURVEY OF ENGINEERING WORKS	HYD_MRN_01	Hydrographic survey of Engineering structures (spurs, groynes, guidewall), dredging locations, bankline of river
09	COMMON TO ALL SECTIONS #1 thru' 8	TENDERING	HYD_TEN_01	Procurement and Maintenance of instruments & software by entering into a contract with a suitable vendor selected by floatation of NIT OR entrusting a contract to a nominated vendor

### General Administration - KDS

Sl. No	Section	Process name	Process I.D.	Process description
1.	Main	Promotion for Class-I & II category	GAD/MAIN/PRM 1&2/01	To examine the promotion proposal received from departments and to obtain in principle approval of Chairman/ Dy. Chairman.
2.	Main	Selection of candidate for promotional posts in Class-I & II category	GAD/MAIN/SEL 1&2/02	To arrange for records/ vigilance clearance and to fix Selection Committee Meeting for holding selection process.
3.	Main	Grant of promotion to Class-III & IV employees of GAD.	GAD/MAIN/PRM3&4/03	To obtain approval of Secretary for filling the vacant post and then to hold Selection Committee Meeting for filling the post.
4.	Main	To record the misconduct committed by KoPT employees.	GAD/MAIN/MISCON/04	To examine complaint/ report for recording the misconduct, if any.
5.	Main	Initiation of disciplinary proceedings	GAD/MAIN/DISCP/05	To issue the charge sheet memorandum mentioning the

				charges, imputation of misconduct, documents/ witnesses to be relied upon for substantiating the charges.
6.	Main	Appointment of EO & PO.	GAD/MAIN/EO-PO-APPT/06	Examination of the representation of CO and to decide whether EO & PO are to appointed to hold regular departmental proceeding.
8.	Main	Disposal by Disciplinary Authority	GAD/MAIN/DISCDISPOSAL/08	To examine the report submitted by EO and to forward the same to CO for submission of representation. On receipt of representation the matter is examined and then put up to Disciplinary Authority for order. Thereafter order is communicated to the CO through respective departments/ establishment.
9.	Main	Appointment (DIH-OUT OF TURN)	GAD/MAIN/DIH-OUT-APPT/09	To provide out of turn employment to a dependent family member of employees died in accident during duty.
10	Main	Contractual engagement (Ex-Servicemen)	GAD/MAIN/CONTE MP-EXSER/10	To engage person on contract against requirement sent by the departments.
11	Main	Contractual (Professional)	GAD/MAIN/CONTE MP-PROF/11	To engage skilled man power against proposal of the departments.
12	Main	Training of officers nominated to	GAD/MAIN/TRG-IMU/12	To examine the training need of officers for various training

		IMU.		programme launched by IMU and to obtain approval of Chairman at the beginning of the year.
13	Main	Training of officers nominated to other institutes	GAD/MAIN/TRG-OTH/13	To send nomination to reputed Govt./Pvt. Institute against circulars/request received from them.
14	Main	Nomination for training of staff.	GAD/MAIN/TRG-DI/14	Nomination of staff for training at Kolkata Port and Dock Workers' Training Institute
15	Main	Nomination for foreign Training	GAD/MAIN/TRG_FR N/15	To send nomination for foreign training.
16	Main	Man Power report compilation	GAD/MAIN/MP-COMP/16	To compile the man power position of KoPT from all departments of KDS and P & IR Division of HDC for onward transmission to IPA/Ministry by 1 <sup>st</sup> week of next period/month.
17	Main	Updation of PWD reservation roster book of KDS.	GAD/MAIN/PWD-RESRV/17	To intimate the roster position of the vacancy to be filled by the department and also to record the name of each person in the promotional grade where the employee is promoted.
18	Main	Salary billing for regular employees	GAD/MAIN/SAL-REG/18	To provide necessary inputs through salary module for generation of salary bill of KoPT employees.
19	Main	Salary billing of contractual employees	GAD/MAIN/SAL-CONT/19	Submission of service inputs in respect of persons engaged from contract through the module.
20	Main	Reply to	GAD/MAIN/PQ-	To examine for making

		Parliamentary queries.	REPLY/20	reference to relevant Depts.; compile the information received from department/s in respect of queries and to issue a reply on obtaining Chairman's/Dy. Chairman's approval.
21	Main	Reply against reference received from VIPs/Ministry/ IPA/other Ports	GAD/MAIN/VIP_RE F/18A/21	To firm up views in consultation with all concerned and issue a reply after Chairman's approval.
22	Main	Preparation of papers during visit of Committee	GAD/MAIN/PARL-COMMITTEE/22	To compile the comments on questions received, prepare booklet after approval of Chairman and also to supply copy to the Committee members before discussion is held.
23	Main	Handling of grievance received through CPGRAM	GAD/MAIN/GRIEV-CPGRAM/23	Disposal of grievance received through the online registration/ monitoring/ disposal system of DoPT.
24	Main	Handling of grievance received through Director of Grievance.	GAD/MAIN/GRIEV-DIR/24	Disposal of grievance received by the office of Dy. Chairman and Director of Grievance.
25	Main	Permission for acquiring immovable property by Class-I & II officers.	GAD/MAIN/IMMOV-PERM/25	To obtain permission of Dy. Chairman/ Chairman on examining the letter of intimation and to convey the same through the departments.
26	Main	Intimation on movable property.	GAD/MAIN/MOV-INTTIMATION/26	To examine the application and then to place before the Dy.



				Chairman/ Chairman for information and also to inform the candidate that the same has been noted.
27	Main	Personnel matters relating to Class-III & IV employees	GAD/MAIN/PERSO NNEL-III & IV/27	To examine the proposals sent by the departments and to convey the decision on obtaining approval of competent authority.
28	Main	Processing of bills	GAD/MAIN/BILL PAYMENT/28	To forward the bills to Finance Department after verification and certification for payment.
29	Main	Permission under Section 46	GAD/MAIN/PERM-SEC.46/29	To examine proposals/ intimation from general public/Govt body in consultation with CHE, DMD.CE AND EM; to obtain permission of Board and convey approval with directions for recovery of charges.
30	Main	Preparation of Board agenda/ Proceedings	GAD/MAIN/BOARD-PAPERS/30	Preparation and distribution of Board agenda to all members before discussion held during the Board Meeting and to circulate Proceedings/decisions on obtaining approval of Chairman.
31	Main	Framing. Review and amendment of regulations	GAD/MAIN/REVIEW -R&R/31	To review the regulations and amendment of rules after gazette notification.
32	Main	Processing proposals reference received from	GAD/MAIN/SECURITY/32	To examine the proposal received from Security set up in consultation with

		CISF/Police/ PSO		FA&CAO and to obtain approval/decision of competent authority.
33	Main	Implementation of I.B. recommendations	GAD/MAIN/IB-RECO/33	In terms of inspection made by I.B. team, suggestions are made for improving the level of security. Such issues are addressed in coordination with different departments.
34	Main	Disaster Management	GAD/MAIN/DM/ 34	To handle the crisis situation
35	Main	Issuance of circular	GAD/MAIN/CIRCULAR/35	At present circulars are issued on strike/holidays/vacancies/promotion order, etc. from the respective files. It is felt that we may develop a web based folder with title head compendium of KoPT circulars.
36	Main	Court Case	GAD/MAIN/COURT_CASE/36	To deal with writ petitions, prepare para wise comments and follow up with Advocates for guarding interest of Port
37	Main	Medical reimbursement	GAD/MAIN/MED_REIM/37	To process medical bills submitted by employees
38	Main	Identity Cards	GAD/MAIN.SEC/IDENTITY_CARD/38	To issue Identity cards to employees
39	Main	Leave Accountal	GAD/MAIN/LEAVE/39	To record the leave for all employees
40	Main	Child Care Leave Account/Special Leave	GAD/MAIN/CCL/40	To record Special leave and CCL and regulate as per Govt. Orders.
41	Main	Preparation of Establishment Schedule and Manpower budget	GAD/MAIN/PREP_EST&MPB/41	To prepare Establishment Schedule and Manpower budget

42	Main	Implementation of Govt. Orders on Rajbhasha	GAD/MAIIN.HIN/RA JBHASHA/42	To pursue with Depts. for compliance of Govt. Orders/ recommendation of Salahkar Samity
43	Main	Printing of calendars, brochure etc.	GAD/MAIN.PRO/PRI NT/43	To print Calendars/brochure, pamphlet well in advance
44	Main	Advertisement	GAD/MAIN.PRO/AD VT./44	To issue advertisement in leading newspapers for engagement/ tender
45	Main	Issuance/Renewal of Stevedoring Licence.	GAD/MAIN/LIC.STV /45	Process application from parties by verifying supporting documents and obtain approval of Chairman and issue licence.
46	Main	Issuance/Renewal of chipping and painting licence.	GAD/MAIN/LIC.CNP /46	Process application from parties by verifying supporting documents and obtain approval of Chairman and issue licence.
47	Main	Issuance/Renewal of DCN SW	GAD/MAIN/LIC.DC NSW/47	Process application from parties by verifying supporting documents and obtain approval of Chairman and issue licence.
48	Main	Recording of attendance in PSO for security personnel deployed at various sites	GAD/MAIN.SEC/48	Site visit by mobile squad, record in GD and then in monthly register for salary billing etc.
48 A	Main	Site related problem handling and management	GAD/MAIN.SEC/48 A	To lodge complaint with police, if any law and order problem needs police intervention and also to inform custodian Deptt.
49	Main	Issuance of ID Cards	GAD/MAIN.SEC/49	To issue ID cards to all KoPT officials and

				updatation of data base
49 A	Main	Issuance/ renewal of monthly, quarterly, biennial and hawker permit	GAD/MAIN.SEC/49 A	To issue or renew monthly, quarterly or biennial permit as and when requisition is received.
49 B	Main	Issuance of special/ daily permit	GAD/MAIN.SEC/49 B	To issue special permit on urgent basis
50	Main	Newspaper scanning	GAD/MAIN.PRO/50	Arrangement of paper clippings and submitting the same before top management for news assessment, feedback and direction
51	Main	Visit of Parliamentary Committee, Minister/Secretar y/ Jt. Secretary and other senior officials of MOS	GAD/MAIN.PRO/51	Attending Co-ordination meeting with other organisations, arranging liaison officials, photography, accommodation, transport, arrangement of meeting and hospitality etc.
52	Main	Preparation of newsletter for IPA Journal – Indian Ports	GAD/MAIN.PRO/52	Preparation of stories  relating to events takes place in KoPT from time to time, searching of relevant photographs and sent to IPA for publication
53	Main	Production and printing of House Journal, calendars, brochures, leaflet etc	GAD/MAIN.PRO/53	To print House Journal, calendars, brochures, leaflet etc. in time-bound manner
54	Main	Transport	GAD/MAIN.PRO/54	Booking of transport for various corporate visits by high-level dignitaries, press and protocol and corporate public relations work as per requirement taking approval from

				appropriate authority, processing of bills submitted by the party
55	Main	Hospitality (KoPT guest house and hotel as well)	GAD/MAIN.PRO/55	Booking of accommodation at KoPT guest house and hotels for various high-level dignitaries, as per requirement, taking approval from appropriate authority, processing of bills submitted by the party
56	Main	Annual Press Conference and media coverage	GAD/MAIN.PRO/56	Annual Press Conference briefed by Chairman, KoPT and media coverage for various corporate events/performance/celebrations like Republic Day Parade/ Independence Day Parade etc. organized by CISF for KoPT image-building affairs
57	Main	Participation in exhibitions Kolkata and outside	GAD/MAIN.PRO/57	Participation in different trade promotion exhibitions in Kolkata and other cities of India for showcasing our organisation and image-building affairs at large. Moreover in some important forums we are compelled to participate as directed by MoS/Secretary/JS of Ministry of Shipping and many other senior officials of allied Ministries, Govt. of India.
58	Main	Arrangement of photography and videography	GAD/MAIN.PRO/58	Photographic and videographic coverage for various programmes, high-power visits/meetings/events of KDS and HDC on regular basis
59	Main	Advertisement - Publication of tender/notice/	GAD/MAIN.PRO/59	Arrangement of publication of tender/notice/appointment/

		appointment/institutional advertisement		institutional advertisement in display and classified column in the leading newspapers in time-bound manner as requisitioned by all Heads of the Departments of Kolkata Port Trust and Heads of the Division of Haldia Dock Complex.
60	Main	Processing of different bills for payment	GAD/MAIN.PRO/60	Processing of different bills for payments viz. Transport bills relating to fixed and call cars including transport bill through IPA Tender/notice/appointment/advertisement bills, Corporate advertisement bills, Exhibition bills, Photography bills, Hotel bills, Hospitality bill for Guest House and Board Meeting, Printing bills, AMC for Xerox machine, Re-imbusement of flower bills, Newspaper bills, IPA bills, Telephone bills, TA/DA bill, G-20 advance bill and Misc. bills etc.
61	Main	Protocol service	GAD/MAIN.PRO/61	Protocol service being provided by PR division for high-level dignitaries from reception to seeing off and other officials as desired by the Ministry and as directed by the competent authority.
62	Main	Souvenir procurement	GAD/MAIN.PRO/62	Arrangement of procurement of souvenirs for Hon'ble Union Minister of Shipping, members of Parliamentary Committees, Secretary, Jt. Secretary and other foreign dignitaries

63	Main	Visit to Kolkata Dock System by IAS officer trainees, different institutions etc.	GAD/MAIN.PRO/63	Public Relations Division arranges such visits in co-ordination with Traffic Department and CISF
64	Main	Procurement of guest house linens and daily use items	GAD/MAIN.PRO/64	As per requirement after taking approval from competent authority, the procurement process being done
65	Main	Circular Distribution Process for all departments of KoPT	GAD/MAIN/CLD_01	Circular distribution process in all departments of Kolkata Port Trust
66	Main	Enquiry Process	GAD_MAIN_EQ_06	Enquiry Process involving PO, CO and EO
67	Main	Appeal Process	GAD/MAIN/APPEAL_01	Appeal against disciplinary proceedings by both Class I/II and Class III/IV Staffs
68	Main	Board Meeting Post Process	GAD/MAIN/BM_30A	Board Meeting Process
69	Main	Manpower HR Process	GAD/MAIN/MANPO W/43A	Manpower Information compilation process for Promotion and Selection
70	Main	Recruitment of HODs	GAD/MAIN/HODRE C/70	Recruitment of HODs in different departments of KoPT
71	Main	Preparation of Daily/Monthly traffic Report	GAD/MAIN/TRF_01	Monthly cargo and vessel operational report are prepared from the inputs provided by operational Division like Sh & CH, P&E,MO through computer system
72	Main	Process the bills for transportation of papers between Kolkata and Haldia	GAD/MAIN/DAK_01	Transportation of papers and documents between Kolkata and Haldia by engaging contractor

**These processes are common with Administration Division of HDC**

## Finance, KDS

SI No	Section	Process Id	Process Name	Description
1	Booking	KDS/FIN/BK01	Billing Process	Processing and verification of bills
2	Booking	KDS/FIN/BK02	Income Tax Billing	Calculation and verification of income tax bills
3	Booking	KDS/FIN/BK03	Service Tax Billing	Preparation and remittance of service tax bills
4	Booking	KDS/FIN/BK04	Proposal Processing	Value checking and approval of proposals
5	Pension	KDS/FIN/PEN/1ST PEN/01	1st Pension Generation	First Pension generation process in case of normal retirement of employees from KoPT
6	Pension	KDS/FIN/PEN/Family PEN-normal/02	Family Pension generation - Normal	Pension generation for family member of employee in case of death of employee after retirement from service
7	Pension	KDS/FIN/PEN/Family PEN-DIED IN HARNESS/03	Family Pension generation - On service Death	Pension generation for family member of employee in case of death of employee while on service
8	Pension	KDS/FIN/PEN/Ex-gratia holder/04	Ex Gratia	Calculation of nominee through pension module
9	Engineering Works Wings	KDS/FIN/EWW_01	Proposals	Proposal of tender enquiry
10	Engineering Bills & Accounts	KDS/FIN/EBA_01	Bill Processing	Bill checking, calculation and verification for payment through Cash and Pay section



11	Collection	FIN/COL/ICT01	Assessment of import charges	Assessment of import charges for preparation of demand note and bills necessary for either cash payment or ECS
12	Collection	FIN/COL/ICT02	Cash Party	Collection of cash from party after preparation of demand note or bill
13	Collection	FIN/COL/ICT03	Bill Generation	Bill generation according to port charges as per Form 1
14	Collection	FIN/COL/ICT04	Cargo/Container/IWT Bills received from operation points	Generation of bill for cargo/container/IWT for cash collection
15	Collection	FIN/COL/ICT06	Cash Collection	Payment of marine charge from party
16	PF	KDS/FIN/PF_SD/01	SETTLEMENT DUES PROCESS	Settlement of dues according to PF form 7
17	PF	KDS/FIN/PF_ANRW/01	ADVANCE WITHDRAWL PROCESS - NON-REFUNDABLE	Application and issuance of non refundable advance
18	PF	KDS/FIN/PF_CHQS/01	PF Chq Sign (Individual Cheque Signing)	Settlement of cheques in case of value greater than 50000
19	PF	KDS/FIN/PF_ARW/01	ADVANCE WITHDRAWL PROCESS - REFUNDABLE	Refundable advance withdrawn process in accordance with the presented application
20	PF	KDS/FIN/NPS_01	New Pension Scheme	Calculation and processing of new pension
21	Pension	KDS/FIN/PEN/Recovery/01	Recovery through settlement dues	Recovery of pension through settlement of dues
22	Pension	KDS/FIN/PEN/MAIL/01	INTERNAL/EXTERNAL MAIL SYSTEM	Sending of verified draft letter through courier service
23	Pension	KDS/FIN/PEN/RECORD KEEPING/01	INTERNAL/EXTERNAL RECORD KEEPING SYSTEM	Keeping of pension case files in record
24	Pension	KDS/FIN/PEN/DEATH ARREAR/LIVING ARREAR	Arrear Pension Process	Checking and forwarding of arrear bill for payment to legal heirs process

		BILL/01		
25	Pension	KDS/FIN/PEN/D EATH ARREAR PAYMENT TO LEGAL HEIR/01	PAYMENT TO LEGAL HEIRS PROCESS	Payment of pension to legal heirs of the deceased employee according to the checked arrear bill
26	Store Audit	KDS/SA/P_01	Proposal	Proposal for registration in store audit
27	Store Audit	KDS/SA/WOC_0 1	Work order check	Checking and approval of work order
28	Store Audit	KDS/SA/BP_01	Bill process	Checking and approval of adjusted bill
29	Store Audit	KDS/SA/BR_01	Bill Refund	Refunding of bills
30	Store Audit	KDS/FIN/BR/06	Journals	Issuance and checking of journal for booking process
31	Store Audit	KDS/FIN/EST/S AL_01	Establishment - Salary	Leave encashment/LTC billing processes
32	Store Audit	KDS/FIN/IMP_0 1	Imprest Cash	Imprest Cash Management Process
33	Pre Audit	FIN/PA/LTC/003	LTC ADVANCE / Final BILL PROCESSING	Final bill processing for LTC Advance
34	Pre Audit	FIN/PA/FD/003A	FAMILY DECLARATION CARD -SUB WING	Verification of New Data / Change Request of F.D. CARD
35	Pre Audit	FIN/PA/TA-DA- 002	TA/DA BILL PROCESSING	Verification of Audited bill TA/DA processing
36	Pre Audit	FIN/PA/CEA/004	Children Education Allowance (CEA) BILL PROCESSING	Query checking and endorsement of audited bill for children Education Allowance
37	Pre Audit	FIN/PA/REC-1	Records Wing	Documents registry/recording
38	Pre Audit	FIN/PA/BILL-5	Bill	Processing of registered bill for cash payment
39	Pre Audit	FIN-PA- PAYROLL-5	PAYROLL	Salary processing

40	Pre Audit	FIN/PA/RS/006 (A)	STAFF RECOMMENDATION SHEET (R/S)	Generation of R/S
41	Pre Audit	FIN/PA/RS/006 (B)	Updating Pay at the time of Retirement	Updation of current leave and current pay in SRF
42	Pre Audit	FIN/PA/RS/006 (C)	Retired Employees Medical Benefit	Updation of medical benefits received by retired employee
43	Pre Audit	FIN/PA/LEAVE- 8(A)	Leave Encashment Process	Processing and encashment of Leaves
44	Pre Audit	FIN/PA/LEAVE- 8(B)	Supn. Leave Encashmnt process	Checking and processing of superannuation leave
45	Pre Audit	FIN/PA/LEAVE- 8(C)	Leave Account	Updation of leave account
46	Pre Audit	FIN/PA/ESTAB- 9A	Establishment - M FORM	Generation and entry in M form
47	Pre Audit	FIN/PA/ESTAB- 9B	Establishment - ESR UPDATE	Generation of Promotional / Punishment / upgradation etc. R/S of all employees under Fin. Dept. and updating in ESR module
48	Pre Audit	FIN/PA/ESTAB- 9C	Establishment - Seniority List update	Preparation, maintenance, verification and authentication of seniority list
49	Pre Audit	FIN-PA-ITAX-7	Income Tax	Generation of income tax payable according to Form 16
50	Investment	KDS/FIN/IF_01	Investment of Fund (NCPF & CPF)	Investment of fund by bidder through nodal banks
51	Investment	KDS/FIN/MEM_ REG_01	Membership Registration/Change of Nomination/ Cancellation	Membership application and registration

52	Labour accounts	KDS/FIN/LA01	Labour Master checking	Checking od labour master sheet for updation of labour accounts
53	Labour accounts	KDS/FIN/LA02	Issue of Electrical Clearance Certificate	Generation of electrical clearance certificate
54	Labour accounts	KDS/FIN/LA03	Issue of Electrical Clearance Certificate for porters	Generation of electrical clearance certificate for porters after checking and calculation of quarter damage charge
55	Fringe Benefit	KDS/FIN/LA04	Medical Bill Processing	Medical bill processing of employees as fringe benefits for service in KoPT

Sl No	Section	Process Name	Process ID	Process Description
01	BR	Land proposals forwarded by Estate Department to FA&CAO	KDS/FIN/BR/01	Draft is forwarded to FA&CAO for approval through IA(BR), SAO(BR), DY.CAO(RS) & Sr.Dy.CAO. After that consolidated reply is sent to EM by FA&CAO
02	BR	Journal	KDS/FIN/BR/09	Journal prepared for different purpose
03	BR	Security Deposit Refund – Estate/Traffic	KDS/FIN/BR/13	Refund advice forwarded to Booking for licence fee bill raised by Estate department
04	BR	Record	KDS/FIN/BR/16	Files & papers handling

Sl. No	Section	Process Name	Process ID	Process Description
01.	Treasur y Wing	(A) <b><u>RECEIPTS</u></b> :		(i) Preparation of Cheque, Cash Sheet, ECS, RTGS or e-payment. (ii) Payment through ECS, RTGS, Cheque, Cash, e-payment.
		(i) Generation of TR	R1,R2	To receive payments of various amounts payable to the KoPT and issue necessary receipts (specimen enclosed).
		(ii) TR Register	R1	Miscellaneous Receipts in cash & cheques at the Head Office Cash Counter -- A cash Clerk, detailed for duty at the Head Office Cash Counter, receives cash & cheques in payment of Earnest Money and Security Deposits from the Trustees' contractors and various other amounts payable to the Trustees' and issues necessary receipts in proper form as detailed in para-2 (iii) & (iv) above and after obtaining the signature or thumb impression of the party or his representative on the back of the receipts counterfoil, delivers the receipt to the party, duly signed by the Treasurer and the Sr.Accounts Officer and stamped with revenue stamp, if the amount exceeds the specified amount. At the close of the day, the Cash Clerk makes out a summary of all such receipts issued during the day and makes over the same to the Remittance Clerks. Subsequently all such receipts are posted in the Treasurer's Miscellaneous & Cash Security Allocation Register (App. CP. 31) giving the relative allocation against each receipt for the purposes of preparing a journal for posting in the Booking Section Ledger.
		(iii) T.R. Journal	R1	Summary journal for receipts of the entire month
		<b>(B) COLLECTION FROM DIFFERENT <u>COLLECTION POINTS</u></b>	R2 ,R3	Collections from Centre's – Collecting Cash Clerks deputed by the Treasurer for the purpose, go out to bring collections from the various centre's keep with them a Register for Daily Cash collections (App. CP 29 & 29a), the Cashier of the centre enters the amount handed over by him to the Collecting Cash Clerk in the above Register and both initial against the entry. The Collecting Cash Clerk, in turn, enters the amount collected from the centre in the Remittance Register of the centre and puts his initial against the entry, which serves the purpose of an acknowledgement. In case of collection from I.V. Wharves Cash Offices, a blank statement of collection from No.(CP 41, 41(a) & 41(b) )—(App. 30a, b & c) signed by the Treasurer is handed over to the centre through the Collecting Cash Clerk as his authority to receive the

		<p><b>Earnings and Remittance Register:</b></p>	<p>R1,R2,R3</p>	<p>collection. This statement is then filled in within the amount collected and signed by both the I.V. Wharves Cashier and the Collecting Cash Clerk and is treated as a direct advice. In all other cases, direct advices of the amounts collected by the Collecting Cash Clerks from the various centres are sent to the Treasurer for confirmation, either individually or collectively through a controlling office. Such advices are returned duly signed by the Treasurer, after verifying the figures with the amounts actually collected and brought to the Head Office Cash as recorded in the Books (Remittance Register of Daily Cash Collection). The collecting Cash Clerks hand over the collections to the Remittance Clerks.</p> <p>Collections from Centre's – Collecting Cash Clerks deputed by the Treasurer for the purpose, go out to bring collections from the various centre's in P. C. vans escorted by Armed Policemen keep with them a Register for Daily Cash collections (App. CP 29 &amp; 29a), the Cashier of the centre enters the amount handed over by him to the Collecting Cash Clerk in the above register and both initial against the entry. The Collecting Cash Clerk, in turn, enters the amount collected from the centre in the Remittance Register of the centre and puts his initial against the entry, which serves the purpose of an acknowledgement. In case of collection from I.V. Wharves Cash Offices, a blank statement of collection from No.(CP 41, 41(a) &amp; 41(b) )—(App. 30a, b &amp; c) signed by the Treasurer is handed over to the centre through the Collecting Cash Clerk as his authority to receive the collection. This statement is then filled in within the amount collected and signed by both the I.V. Wharves Cashier and the Collecting Cash Clerk and is treated as a direct advice. In all other cases, direct advices of the amounts collected by the Collecting Cash Clerks from the various centres are sent to the Treasurer for confirmation, either individually or collectively through a Controlling Office. Such advices are returned duly signed by the Treasurer, after verifying the figures with the amounts actually collected and brought to the Head Office Cash as recorded in the Books (Remittance Register of Daily Cash Collection). The Collecting Cash Clerks hand over the collections to the Remittance Clerks.</p> <p>Remittance to Bank – The Remittance Clerks take over the collections brought to the Head Office by the various Collecting Cash Clerks as also the amounts (cash &amp; cheques) received at the Head Office Cash Counter from the Cash Clerk make necessary entries in the 'Remittance Register of Daily Cash Collection (App. CP 4), enter the particulars of cheques in the 'Cheque Remittance Book' (App. CP 50 and fill in the necessary pay-in-slips for the cheques as well as for cash, for lodging them with the Commissioners' Bankers on the following working day, keeping the total amount (cash &amp; cheques) inside the Lockers within the Vault for safe custody till such time, before taking the remittance to the Bank on the following day. Immediately after return from the Bank Lodging the total collections, the Remittance Clerks produce the</p>
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				counterfoils of the Pay-in-slips bearing the acknowledgement of the Bankers to the Treasurer, who initials them after verifying the figures with the “Remittance Register of Daily cash collection”.
<b>02.</b>	<b>(A) Cash Writer Wing</b>	<b>Payments :</b>	P1,P2,P3, P4, FT, IM	<p>(A) Preparation of Cheque, Cash Sheet, ECS, RTGS or e-payment (B) Entry in Demand Register</p> <p>This register (App. CP. 10) is a very important one and is maintained by the Cash Writers’ Section in loose leaf sheets, kept in binders, classified into separate groups with distinctive abstract Nos. with the various suffix such as ‘E’, ‘W’, etc. in accordance with the various Demands Payable Registers maintained at different Sections of the Accounts &amp; Audit Department.</p> <p>Each bill received at the Cash Writers’ Section, duly passed for payment, is entered in this register under the relating group every day showing the abstract No. and the amount (Net Amount payable) of the bill. The number and amount of the Cheque drawn are subsequently posted in the register against every such bill and then the bill and the cheque are handed over to the Treasurer, after obtaining his acquaintance in the space provided in the register for the purpose. The net amount payable of the bill is compared with the amount of the cheque drawn and any discrepancy is rectified. Payment being made and entered into demand register.</p>
	<b>Treasurer Wing</b>	Payment through ECS, RTGS, Cheque, Cash, e-payment	P1,P2,P3, P4, FT, IM	Payments made by cashier and entered into demand register
	<b>Cash Writer Wing</b>	Transfer to Unpaid / Unclaimed / Revenue Periodically	P1,P2,P3	<p>As soon as the bills -- either paid in full or paid in part are received in the Cash Writers’ Section, subsequently entries are made against each such bill in the register, also noting the ‘amount unpaid’, if any, or the full amount of the bill in the column ‘Abstracts in hands of the Treasurer’, in case the bill is retained by the Treasurer for payment in the subsequent months.</p> <p>On the last working day of the month, the Treasurer makes over all the partly paid abstracts along with the relative bills to the Cash Writers’ Section, where these are examined and sorted out into two group’s viz. Salary Bills and Miscellaneous Bills, in the first instance. The salary bills are then arranged in order of departments and serially as per the abstract number. The items remaining unpaid in the salary bills are copied into the “Unpaid Wages Register” (App. CP 7), maintained on the loose leaf system (kept in a binder) with details as regards abstract No., name, net amount payable (with remarks, if any, as regards stopping payment) and the</p>

			<p>R1, R2,</p>	<p>total of the abstract extended to the total column. The miscellaneous bills are also arranged serially as per the abstract numbers and the items remaining unpaid are copied into the “Unpaid Misc. Bills Register” (app. CP 6), with similar details, the totals duly extended to the total column. The total amount unpaid in respect of bills covered by one abstract is posted in the abstract against the space reserved for such posting. The total of this amount and the total of the payment column in the abstract under the head – memorandum of payment – should agree with the total of the net amount passed in the abstract in question.</p> <p>When an unpaid amount is paid within the next six months, the acquaintance for such payment is obtained in the Unpaid Register itself, in the space provided for the purpose, noting the date of payment against such acquaintance. The particulars of such payments are noted in the “Summary Register of Unpaid Wages Payments” (App. CP 22) and in the “Summary Register of Unpaid Miscellaneous Payments” (App. CP 23) by the Treasurer’s Section. The total of the money columns of both these registers for each month are checked by a Comptometer Operator and the total payments for the month (in cash &amp; by cheques) are entered in the ‘Cash’ and ‘Bank’ Columns on the payment side of the General Cash Book.</p> <p>After the expiry of the aforesaid period of six months, item of unpaid wages, still lying unpaid, are treated as ‘unclaimed’ and are extended to the Column “Balance transferred to unclaimed” on the same sheet of the “Unpaid Wages Register”, the total of this column must agree with the difference between the total of the amounts originally transferred to the “Unpaid Wages Register” and the total of the amounts paid during the aforesaid period of six months (as shown in the respective columns of the register), for each department. The sheets are then taken out of the temporary loose leaf binder and are bound permanently with Khero binding; the Khero bound book is then known as the “Unclaimed Wages Register” (App. CP.8).</p> <p>Items of unpaid miscellaneous bills, still lying unpaid after the expiry of the aforesaid period of six months, are in the first instance extended on to the ‘Balance’ column of the register, the total of the ‘Balance’ column agreeing with the difference between the total of amounts originally transferred to the ‘Unpaid Miscellaneous bills Register” and the total of the amounts paid during the aforesaid period of six months (as shown in the respective columns of the register). Such unpaid items with full details are then copied into the “Unclaimed Miscellaneous Bills Register” (App. CP 9).</p> <p>(a) The transactions relating to a day are entered in the General Cash Book (App. CP 12) on the</p>
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**(C) BOOKS OF  
ACCOUNTS :**



		<p><b>(i) Cash General Book</b></p>	<p>R3, R4, P1, P2, P3, P4, FT, IM</p> <p>following day by the Cash Writers' Section. The book is ruled with 'Cash' and 'Bank' columns on either side. On the receipt side, the opening balances of cash in hand and cash at bank are entered in the respective columns on the top and these are followed by other entries viz. (1) Cash collections for the day as per the Remittance Register of Daily Cash Collections and also as per the counterfoils of the miscellaneous receipts as detailed in Para 2 (iii) &amp; (iv), (2) collections through Bank as per the advice received from the Bankers – such as (a) Marine Dues, (b) Coal Dues, (c) Coal Trimming dues, (d) Tea Warehouse dues, (e) Railway Terminal &amp; Local Haulage charges, (f) Realisation of Fines for breaches of Port Rules – through C. P. Magistrate, etc. remitted to the Commissioners' Bankers by the various parties for credit to the Commissioners' Bankers as per statements received from Bankers for amounts of interest or principal realized on account of the securities lodged by the Commissioners with the Bankers for Safe Custody, etc. The Remittance to Bank and the Cash drawn from Bank (cheques drawn in favour of Treasurer) are also shown on the receipt side in the 'Bank' and 'Cash' columns respectively, with contra entries on the payment side. On the payment side, the particulars of the said vouchers – such as Salary and Miscellaneous Bills – along with the abstract numbers – are entered in the respective columns, the amounts paid in cash and paid by cheques being entered in the 'Cash' and 'Bank' column respectively. The relative cheque numbers for payments by cheque are noted against each item of such payment. Direct debits by the Commissioners' Bankers such as (a) Interest payable to Debenture Holders, (b) Cost of Receipt stamps affixed on receipts granted by the Bankers for collections through them, etc. as per the statement received from the Bankers are also entered on the payment side Contra entries for 'Remittance to Bank' and 'Cash drawn from Bank' are made in 'Cash' and 'Bank' columns respectively on the payment side. The closing balance of the 'Cash and Bank' columns is then struck and the former agrees with the Balance as per the Treasurer's Rough Cash Book plus the cash collections for the day not yet remitted as shown in the Remittance Register of daily cash collections.</p> <p>The following details, as to how the cash balance is comprised, are recorded on the payment side of the Cash Book immediately below the closing balance –</p> <ul style="list-style-type: none"> <li>(i) Advance to various pay Clerks</li> <li>(ii) Advance Dock Cash Office</li> <li>(iii) Cash collections for the day not yet remitted</li> <li>(iv) Cash in hand with Treasurer.</li> </ul> <p><b>N.B.</b> – The paid bills (salary and miscellaneous) received from the Treasurer's</p>
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				<p>Section (after being entered in his Rough Cash Book) bears a rubber stamp 'Debited in Rough Cash Book of the Treasurer'. The correctness of the amount paid as posted in the memo of payment column of the relative Abstract by the Treasurer's Section is verified by a Clerk of the Cash Writers' Section from the acquaintance given on the paid bill before the particulars of such paid bills are entered in the General Cash Book.</p>
		<b>(ii) Trust Account Book</b>	R1, R2, R3, R4, P1, P2, P3, P4, FT, IM	<p>This book is maintained to show the classified abstract of daily payments as recorded in the 'Cash' and 'Bank' columns of the General Cash Book on the payment side and a summary of the daily receipts. At the end of the month the totals of the transactions are brought into the financial books by means of a journal prepared by the Cash Writers' Section – vide App. CP 33A with figures. The rulings of the Trust Account Book have been appended under App. CP 15. The totals of the money columns of this book are checked by a comptometer operator attached to the Machine Section.</p>
		<b>(iii) Cash Abstract Journal Book</b>	R1, R2, R3, R4	<p>This is a classified abstract of the daily receipts as recorded in the 'Cash' and 'Bank' columns of the General Cash Book on the receipt side and a summary of the daily payments. The columns on the receipt side are (i) Details of collections at the various centres, (ii) Direct Receipts from Bank, (iii) Receipts through B.R. Section and Miscellaneous Cash Receipts at the Head Office Cash, etc. The total of these receipt columns for any particular day shall agree with the total of the 'Cash' and 'Bank' columns of the receipt side of the Cash Book for the day. On the payment side, there are columns for (i) Expenditure, (ii) Remittance to Bank, (iii) Cash from Bank, (iv) Other Miscellaneous advances, etc. The total of these payment columns for any particular day shall similarly agree with the total of 'Cash' and 'Bank' columns of the payment side of the Cash Book for the day. At the end of each month, the total of receipts from the various centres as arrived at in the Cash Abstract Journal Book is verified with the receipts shown in the Earnings Account Journal prepared by the Collection Office for the month. A Journal is also prepared by the Booking Section every month for all receipts, other than those shown in the Remittance Book of the Collection Office, debiting Earnings Account and crediting the various Revenue or Suspense heads of accounts as the case may be. The exact rulings of the Cash Abstract Journal Book have been appended under app. CP 14.</p> <p><b>For</b> Accounting of Petty Cash Expenditure</p> <p>Summary Journal of the transaction of every month to be derived from Trust A/C</p>

		<p><b>(iv) Petty Cash Book</b></p> <p><b>(v) Journal relating to Cash Books</b></p> <p><b>(vi) Preparation of Direct Debit Bills</b></p>	<p>P1</p> <p>R1, R2, R3, R4, P1, P2, P3,P4, FT, IM</p> <p>P4</p>	<p><b>To deal with expenditure like bank charges, telephone charges, etc. should be billed.</b></p>
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## Finance – HDC

SI #	Section	Process Name	Process ID	Process Description
1	Pre-Audit	Receiving & Dispatch	H_FN_PA_001	Receiving all types of letters / Inputs / IT Declaration / Pensioners Data along with Life certificates, etc.  Out-ward Letters, Pay Slips, all documents related to the employees
2	Pre-Audit	Staff Recommendation Forms (R/Ss)	H_FN_PA_002	Checking & Certification of Staff Recommendation Forms (R/S)
3	Pre-Audit	Salary Bill Generation	H_FN_PA_003	Generation of Bills (Through DPS)
4	Pre-Audit	Supplementary Bill Processing	H_FN_PA_004	Processing, Checking & Passing of Supplementary Bills
5	Pre-Audit	Processing of Arrear Bills	H_FN_PA_005	Arrear Bill Processing, Checking & Passing
6	Pre-Audit	Salary Bills of Contractual Employees	H_FN_PA_006	Processing of Salary Bills of Contractual Employees
7	Pre-Audit	Remittances	H_FN_PA_007	Provident Fund / NPS Subscription / All Tax (govt.)
8	Pre-Audit	Filing of Returns	H_FN_PA_008	Income Tax Quarterly / Yearly Returns & Professional Tax Quarterly / Yearly Returns
9	Pre-Audit	Issue of TDS Certificate / Income Certificate	H_FN_PA_009	Generation, Checking and issuance of TDS Certificate (Form – 16) / Income Certificate to the employees / Contractual employees
10	Pre-Audit	Withdrawal of NCPF	H_FN_PA_010	Passing of NCPF withdrawal advices received from H.O.
11	Pre-Audit	Settlement Dues	H_FN_PA_011	Checking the Clearances, Obtaining information of Outstanding Dues, Leave, Account Sheet  Preparation of Gratuity, Pension & Commutation checklist AND Bill Abstract
12	Pre-Audit	Reprocessing of Settlement Dues	H_FN_PA_012	Reprocessing of Settlement dues, Pension, etc
13	Pre-Audit	Monthly Pension bill Process	H_FN_PA	Preparation of pension / Checking of Life-

			_013	Certificate status Pensioners' Master Updation
14	Pre-Audit	Journal Processing	H_FN_PA_014	Checking of Accounts and Generation of Journals
15	Pre-Audit	Attendance Generation	H_FN_PA_015	Generation of Monthly Attendance of the employees of Finance Division and transmission to P&IR division
16	Revenue	Receiving & Dispatch	H_FN_RV_001	Receiving all types of letters, Bills related to cargo, marine, Electricity, land, etc  Despatching all letters to party and bills and accounting Inputs
17	Revenue	Marine & Garbage Billing (incl. Refunds)	H_FN_RV_002	Generation and checking of Marine & Garbage Bills
18	Revenue	Cargo Billing (incl. Refunds)	H_FN_RV_003	Generation and checking of Cargo Bills
19	Revenue	Container Billing (incl. Refunds)	H_FN_RV_004	Generation and checking of Container Bills
20	Revenue	Marine cargo (liquid) Billing (incl. Refunds)	H_FN_RV_005	Generation and checking of Marine Liquid Cargo Bills
21	Revenue	Bill of rentals (Normal Land)	H_FN_RV_006	Generation and checking of Land Rent Bills
22	Revenue	Compensation Bill of Land	H_FN_RV_007	Generation and checking of land Bills
23	Revenue	Electricity Bill	H_FN_RV_008	Generation and checking of Electricity Bills
24	Revenue	Water Charge Bill	H_FN_RV_009	Generation and checking of Water Charge Bills
25	Revenue	Remittances	H_FN_RV_010	Service Tax Calculation & Payment + Tax Calculation on Party-wise Bills
26	Revenue	TDS reconciliation	H_FN_RV_011	Tax Calculation on Party-wise Bills
27	Revenue	Journal Processing	H_FN_RV_012	Inputs / Journal are processed for Accounting Purpose
28	Fringe Benefit	Receiving & Dispatch	H_FN_FB_001	Receiving all types of Medical Bill, TA Bill, LTC / LTA Bill, etc.

				Issuance of Letters and other official documents
29	Fringe Benefit	Processing of Medical Bills	H_FN_FB_002	Direct purchase Medicine Bills (through HDC Consumers' Co-operative Stores) process for payment / Credit Medical Bills (Referral Bill) noting and passing / Retd. Med. Bills process for payment / CISF Med. Bills process for payment / Tie-up Institutions Bills noting and passing (Including I. Tax)
30	Fringe Benefit	Med. Escort Bills process for payment	H_FN_FB_003	Processing & Passing of Medical Escorts Bills
31	Fringe Benefit	Visiting Doctors salary	H_FN_FB_004	Processing & Passing of Visiting Doctors salary
32	Fringe Benefit	Retd. Pilots salary	H_FN_FB_005	Processing & Passing of Retd. Pilots salary
33	Fringe Benefit	TA Bills process for payment	H_FN_FB_006	Processing & Passing of TA Bills
34	Fringe Benefit	LTC Advance & Final Bills	H_FN_FB_007	Processing & Passing of LTC / LTA Advance & Final Bills
35	Fringe Benefit	Transfer TA Bills for Retd. Employees	H_FN_FB_008	Processing & Passing of Transfer TA Bills of Retired Employees
36	Fringe Benefit	Remittances	H_FN_FB_009	Processing of Income Tax Deducted / LIC (SSS) / HDC Co Op Credit Society / Court Attachment / Officers Club / HDI / Officers' Forum / Union Subscription
37	Fringe Benefit	Motor Car / Cycle Advance	H_FN_FB_010	Processing & Passing of Motor Car / Cycle Advance
38	Fringe Benefit	House Building Advance forwarding	H_FN_FB_011	To the Banks / HDC Co-Op Credit Society providing HBL to the employees
39	Fringe Benefit	Balmer Lawrie & Co. Ltd	H_FN_FB_012	Processing & Passing of Air fare bill procured from Balmer Lawrie & Co. Ltd
40	Fringe Benefit	Contingent Labour Bill	H_FN_FB_013	Processing & Passing of Contingent Labour Bill
41	Fringe Benefit	Apprentice Bill	H_FN_FB_014	Processing & Passing of Apprentice Bill
42	Fringe Benefit	Pilot mess / Fire mess Bill	H_FN_FB_015	Processing & Passing of Pilot mess / Fire mess Bill
43	Fringe	Subsistence allowance Bill	H_FN_FB_	Processing & Passing of Subsistence allowance

	Benefit		016	Bill
44	Fringe Benefit	Issue of TDS Certificate	H_FN_FB_017	Issue of TDS Certificates to Hospitals under Tie-Up agreement / Visiting doctors & Retd. Pilots
45	Fringe Benefit	Generation of Demand note	H_FN_FB_018	Demand note generation for deposition of money for Retd. Emp. Med. facility and other Demand notes
46	Fringe Benefit	Other Misc. Bill process	H_FN_FB_019	Processing of Misc. Bills as and when required
47	Stores/Engg	Receiving & Dispatch	H_FN_SE_001	Receiving all types of Bill, letters etc. Issuance of Letters, Proposals and other official documents
48	Stores/Engg	Passing of Bills	H_FN_SE_002	Scrutiny and passing of Bills
49	Stores/Engg	Refund of E.M. / S.D.	H_FN_SE_003	Verification and refund of Earnest money & Security Deposits
50	Stores/Engg	Bank Guarantee	H_FN_SE_004	Bank Guarantee acceptance with confirmation & releasing
51	Stores/Engg	Generation of Demand note	H_FN_SE_005	Calculation of Tender Cost, EM and Security Deposit
52	Stores/Engg	Issue of TDS Certificate	H_FN_SE_006	Deducted Income Tax, Works Contract Tax, Welfare Cess
53	Stores/Engg	Scrap Sale / Disposal	H_FN_SE_007	Maintaining Register for Scrap Sale / Disposal
54	Stores/Engg	Remittances	H_FN_SE_008	Preparing CENVAT Statement toward payment of Service Tax / Income TAX
55	Stores/Engg	Journal Processing	H_FN_SE_009	Stores Consumption against issue Challan of various divisional Stores / Regularization of advance payment towards POL and other Stores Materials / Regularization of Misc Advance Payments
56	Stores/Engg	Dealing of Estimates	H_FN_SE_010	Scrutiny of Estimates for recommendation and obtaining approval of the Appropriate Authority
57	Stores/Engg	Dealing of Proposals	H_FN_SE_011	Scrutiny of Proposals for recommendation and obtaining approval of the Appropriate Authority
58	Treasury	Treasury Collection & Maintenance of Remittances	H_FN_TR_001	Collection of Marine, Rail, Cargo, Land, Electricity, Miscellaneous, Security Deposit, Earnest Money and maintenance of "Cheque

		Records		Remittance Book" / "Pay-in-Slip" / Dishonoured Cheque / Revalidation of Cheque /Daily earnings Register
59	Treasury	Payment of Bills & Records of Bill	H_FN_TR_002	Payment of Bills in Cash / Cheque, Unpaid Bill along with maintenance of Paid Bills / Unpaid Bills, Cheque rejection registers
60	Treasury	Receiving & Dispatch	H_FN_TR_003	Issue of money order (Court Case), Deposit of Treasury Challan (S.B.I. & Haldia Treasury), Employment Tax / Sales Tax / VAT / Govt. Duty & Cess
61	Cheque writing	Payment of Bills	H_FN_CK_001	Daily Cash Book / Cheque rejection register / maintenance of Party advice
62	Cheque Writing	Receiving & Dispatch	H_FN_CK_002	Bills duly processed are forwarded to this end by various sections of this division
63	Cheque Writing	Assessment of bank-wise Current Account balance position	H_FN_CK_003	Daily Fund Position Register' showing current account balance available at each bank is maintained
64	Cheque Writing	Investment of surplus fund	H_FN_CK_004	Assessment of surplus fund based on immediately maturing as well as short term maturing obligations, Investment made based on Quotations received from banks, G-20 for investment done is raised for passing the bill and accounting of transaction
65	General Accounts	Receiving & Dispatch	H_FN_GA_001	Processing of all Concerned Sectional inputs and Journals  (Billing input for Railway Haulage & Terminal charges)
66	General Accounts	Preparation of Accounts	H_FN_GA_002	Preparation & Checking of Monthly Trial balance, Schedule-wise revenue income and expenditure Adjustments for assets sold and / or deleted, Adjustments for capitalisation of new assets and computation of depreciation, Generation of MIS Reports
67	General Accounts	Preparation of Budget	H_FN_GA_003	Estimation of operating income based on inputs received  Finalisation of operating expenditure, Scrutiny of all revenue income and expenditure, Generation of Profit & Loss Statement and Revenue schedules for RE & BE period, Generation of Plan Capital Budget for RE and BE period based



				on input received from various divisions, Generation of Non-Plan Capital Budget for RE and BE period based on input received from various divisions, Generation of MIS Reports.
68	Pre Audit	Generation of Demand note	H_FN_PA_016	Demand note generation for deposition of money for Retd. Emp. Med. facility and other Demand notes
69	Revenue	Generation of Demand note	H_FN_RV_013	Demand note generation for deposition of money for Retd. Emp. Med. facility and other Demand notes
70	Stores/Engg	Government Audit	H_FN_SE_012	Process for preparation of Government Audit Replies
71	Stores/Engg	Right to Information	H_FN_SE_013	Process for preparation of Replies related to RTI
72	Fringe Benefit	Filing of Returns	H_FN_FB_020	Income Tax Quarterly / Yearly Returns
73	Stores/Engg	Filing of Returns	H_FN_SE_014	Income Tax Quarterly / Yearly Returns
74	Revenue	Filing of Returns	H_FN_RV_014	Service Tax Quarterly / Yearly Returns
75	Stores/Engg	Tendering Jobs	H_FN_SE_015	Framing of tender document till obtaining approval for placement of order / discharge
76	Fringe Benefit	Journal Processing	H_FN_FB_021	Inputs / Journal are processed for Accounting Purpose
77	Pre Audit	Leave Salary Processing	H_FN_PA_017	Processing of Leave Salary to retired / expired employees

**Estate – KoPT**

SI No	Process Name	Process Description
1	Process of allotment through License EST 01	Identification of premises for tender Filling up QP format taking input from drawing section / tender section/rent section proposing reserve price Approval of Rate by LAC Tender process initiation
2	Tendering Procedure for allotment through license EST01_T1	Tender process :- a. Finalization of Tender Document. b. Preparation of the Tender document & vetting of the same by Tender Committee. c. Newspaper / website / CPP portal advertisement. d. Receiving of offers. e. Opening of first envelope (Pre-qualification documents). f. Evaluation of documents & shortlisting of bidders. g. Evaluation of price bid. h. Recommendation of Tender Committee. i. Initiation of proposal for administrative approval. i) Approval by Chairman through LAC Issue of offer letter
3	Process of allotment through Long Term Lease EST 02	Process /Activity flow : i) Identification of premises for tender ii) Filling up QP format taking input from drawing section / tender section/rent section proposing reserve price iii) Approval of Rate by LAC iv) Carrying out valuation of structures, if any, by valuer. v) For occupied plot taking NOC from Lessee for valuation of structure vi) Carrying out valuation

		vii) Tender process initiation
4	Tendering Procedure EST 02_T2	Finalization of Tender Document. Preparation of the Tender document & vetting of the same by Tender Committee. Newspaper / website / CPP portal advertisement. Receiving of offers. Opening of first envelope (Pre-qualification documents). Evaluation of P.Q. documents & shortlisting of bidders (qualified for P.Q). Evaluation of price bid. Obtaining decision on Right of refusal from the lessee Recommendation of Tender Committee. Initiation of proposal for administrative approval. From Board/Ministry  Issue of offer letter after approval
5	Process of billing and rent revision : New Bill EST 03	Possession given Advise sent to rent with tenancy terms Bills processed and issued Bill posted in module
6	Process of billing and rent revision : Revision of bill EST 04	Alert of revision generated Inspection carried out Revision proposal initiated Proposal checked and vetted by FA Approval obtained Bills revised and issued Bills posted in module
7	Process of billing : Stopping bills : Efflux of time EST 05	Alert generated Bill stopped Information sent to Tenancy and accounts
8	Process of billing : Stopping bills : Eviction notice EST 06	Proposal of quit notice raised Approval obtained order sent to rent Bill stopped Information sent to Tenancy and Accounts

9	Process of Dealing PP Cases EST 07	Plaint prepared and filed E.O Forms opinion Notices issued Hearing taken Order passed vi) Order communicated and follow up action taken
10	KMC Tax Bill processing : Khas Property Tax EST08	Receiving bill from MC Processing the bill by recommending payment within due date Forwarding the payment after release from Finance
11	KMC Tax Bill processing : Tax on Structure EST09	Receiving bill from MC Checking the bills on plate basis Processing the bill by recommending payment within due date Forwarding the payment after release from Finance
12	Dues monitoring process EST10	Getting dues amount from Finance Sending demand notice If not paid sending reminder If not paid proposing eviction
13	Processing Tariff proposal EST11	i) Appointing a valuer ii) Rate evaluation from the valuation ii) Obtaining ARA rate iii) Obtaining tender rate iv) recommendation of rates by the LAC v) Approval by Board and sending it to TAMP
14	Refund of Security Deposit on vacation of plot EST12	i) Decision for SD refund ii) SD refund processed and refunded through finance
15	PROCESS OF APPROVING AND RECOVERING FORESHORE OCCUPATIONAL CHARGES	i) The application received ii) The observations of Estate, CHE and DMD are obtained including affected area i) Board's approval obtained through Administration. ii) Foreshore occupational charges bills are raised

	EST13	
<b>16</b>	Grant of NOC for Construction EST14	Drawing with request received The observation CE obtained after joint inspection No breach condition checked NOC granted if found satisfactory
<b>17</b>	Processing Way leave licenses EST15	Drawing with request received The observation CE obtained after joint inspection along with road restoration cost. Area involved calculated NOC granted if found satisfactory
<b>18</b>	Refund Process EST 16	Tender finalized EMD refunded to unsuccessful bidders

## Railways – HDC

Sl. No.	Section	Process Name	Process ID	Process Description
01.	<b>Operations</b>	A- Train Reception: Forecast for Train. Line clear for Arrival of Train at HDC (GM Yard / Bulk Yard). Reversal of Locomotive (Foreign Power) TXR Advice for Inward Examination and Brake release of incoming train. Number taking and verification of Vehicle guidance of incoming train	<b>TOR_OPS_ARR_01</b>	This process describes receiving, compilation and flow of Forecast for Train Arrival. Granting line clear for Arrival of Train at HDC (GM Yard / Bulk Yard). Detachment & reversal of Foreign Power of the arriving train. Advising TXR of SE Railway for train examination and releasing of Brake of Incoming train for handing over by SE Railway to HDC and subsequent operation by HDC. Taking down the details of the train arrived at Yard and verification of Vehicle guidance of incoming train given by the Train Guard.
		B- Siding operation: placement (for loading/ unloading), submission of Release Memo for withdrawal	<b>TOR_OPS_SDG_02</b>	This process describes method of placement at siding for loading / unloading operation, submission of release memo and withdrawal of rake and haulage upto yard. Evacuation of cargo from siding.
		C- Train Despatch: Formation of trains for outward despatch, TXR Advice for outward examination. Marshalling/ remarshalling /detachment/attachment on out going train as per TXR Advice. Number taking and preparation of vehicle guidance for out going train.	<b>TOR_OPS_DES_03</b>	This process describes method of receipt of release memo and grouping of wagons unloaded/ loaded at Railway Siding for outward despatch. Advice TXR for outward examination. Marshalling/re-marshalling/detachment/attachment on out going train as per TXR Advice. Number taking and preparation of vehicle guidance for out going train. Attachment of locomotive on ready train. Line clear for ready trains for despatch to

		Attachment of locomotive on ready train. Line clear for ready trains for despatch to SE Railway		SE Railway
02	Commercial	I. Inward formalities	<b>TOR_COM_INW_04</b>	This process describes method of station opening. Inward Railway Receipt submission, Posting & indexing. Inward Wagon Details Tally & Matching Arrived wagon with Inward Railway Receipt. Delivery book posting and identifying NR and unconnected particulars
		II. Outward formalities: Indent submission Acceptance and Registration formalities for Outward despatch Receipt, weighment report, Collection of Freight, Preparation of Railway Receipt & indexing, & Handing over of Railway Receipt to Party	<b>TOR_COM_OUT_05</b>	This process describes method of contract for taking cargos from one station to another & method of acceptance and registration in FOIS/TMS. Collection of freight through Demand Draft, E-payment etc. & handing over the Railway Receipt immediately for onwards process.
		III. Accounts: Index Register, Cash Book entry, preparation of TR-CR. Despatch of Cash particulars & entry in Cash Summary Register.	<b>TOR_COM_OUT_06</b>	This process describes method of indexing the RR received and issued from the station. activity wise, date wise and party wise amount collected & deposited in bank or fund transfer through e-payment (TR & CR generation) & posting of TR & CR in the GBS based on Day wise Cash posting
		IV. Audit: Under Charge, Error Sheet, Receiving & verification of CR notes, Goods Balance Sheet	<b>TOR_COM_AUD_07</b>	This process describes method of checking and calculating undercharge, checking and taking account of Error sheets received, preparation of Balance sheets
03.	Billing	Revolving Deposit A/C opening and Revolving Deposit Top-up, generation of Haulage Bill, Terminal	<b>TOR_BIL_REV_08</b>	This process describes method of registering into Revolving Deposit System and opening of PCAN. Procedure of depositing advance deposit

		Bill, Stabling Bills, Loco Hire Charge, Demurrage Bills, Staff Cost Reimbursement & Bill Posting and Audit.		in PCAN and reflection of the same in RD ledger. Rising of adhoc bills, blocking of amount in PCAN. Preparation and posting of original bills based on RR data, posting of the bills in PCAN and release of blocked amount, to raising of haulage bills, Terminal Bills, stabling bills, loco hire charge bills, staff cost bills and blocking of advance amount. Demurrage bills being railway earning will be dealt separately.
04.	Signalling & Tele-communication	1. Maintenance Contract & Annual Maintenance. Scheduled Maintenance, Checking of Points and Signalling gadgets.	<b>TOR_S&amp;T_MNT_09</b>	This process describes the method for entering into Maintenance Contract for S&T assets installed in HDC Railway System and schedule of annual maintenance for S&T assets installed in HDC Railway System. Scheduled Maintenance that is Checking of Points and Signalling gadgets in HDC Railway System.
		2. Attendance of failure of S&T gadget. Breakdown Maintenance	<b>TOR_S&amp;T_BD_10</b>	This process describes method for attending failure of S&T gadget in HDC Railway System. Method for attending break down of S&T assets in HDC Railway System.
05.	Establishment	1. Roster generation. Attendance, Leave Posting & Booking (Holiday/Overtime)	<b>TOR_EST_ROS_11</b>	This process describes method for roster generation for employees posted in T. O. (Rlys) Division. Recording attendance for employees posted in T. O. (Rlys) Division. Recording /Booking (Holiday/ Overtime) for employees posted in T. O. (Rlys) Division.
		2. Training of Officers & Staff. Personal matters like promotion. Contractual engagement.	<b>TOR_EST_TRN_12</b>	This process describes method for training and promotional activity of Officers & Staff also engagement of Contractual Employees.
		3. Petty Cash	<b>TOR_EST_PTY_13</b>	This process describes method for dealing with petty cash, expenditure and reimbursement in



				T. O. (Rlys) Division.
		4. Receive & dispatch and Record management	<b>TOR_EST_REC_14</b>	This process describes method for receiving and despatch of letters and other related matters and record management in T. O. (Rlys) Division.
07	Project Management	5. Record management	<b>TOR_EST_RCD_15</b>	This process describes method for record management in T. O. (Rlys) Division.
		Project Management	<b>TOR_PRO_RCD_01</b>	This process describes method for project management in T. O. (Rlys) Division.