**Annexure A**

**Scope of work of the Vendor**

1. **General scope of work – Dry Cargo (Other than Bagged)**

**Import**

**On Arrival of Vessel**

1. Draft Survey (Initial, Interim& Final) to determine qty discharged from the vessel.
2. Supervision of onboard discharge of cargo from the vessel as well maintaining time log for the equipment used in case of stoppage.
3. Supervision of hook wise tally for Grabs, as well issuance of challans for each and every dumper moved from the wharf to the nominated plot.
4. Maintain time log for equipment used at the wharf for loading of dumpers.
5. Progressive sampling to be conducted at the wharf at the time of discharge and after completion of 5000 MT composite samples prepared in 2 sets, to be forwarded to lab for T.M & Bulk Density analysis as per ISO / ASTM Standards.
6. Findings of actual cargo discharged on wet and dry basis against Draft Survey
7. ROB /Bunker survey of port charted vessel / mooring Tug.
8. Damage survey / assessment of vessel equipment (Hull & machinery)

**Yard operation**

1. Inspection of nominated yard prior to arrival of vessel; and, for shifting of cargo in case required as directed by the port authorities. Accordingly, adequate challan’s to be issued at time of shifting with details of vessel and cargo plot no from one location to the other location.
2. Receiving of cargo in the open plot and maintaining tally sheet for the same with details of challan received from the drivers.
3. Supervision of pilling and staking of cargo with advice of proper segregation vessel wise in the nominated plot as well to maintain time log for the equipment used at plot.
4. The surveyor shall also keep tally of number of truck / dumper trips (small / big) utilized for cargo shifting within yard and / or shifting from yard to rail siding.
5. The surveyor shall also ensure that in the event of cargo shifting from yard to rail siding for rake loading, the total shifted quantity (calculated on trip basis / through weighbridge data) should not exceed approx. 5% of the required cargo quantity of rake loading.
6. Once cargo unloaded as per specific requirement as directed by the port’s authority, to measure the area of the plot utilized for unloading.
7. Monitoring usage of equipment in case of fire.
8. Monitoring of moisture levels in cargo. (Water will be provided by port).
9. Volumetric assessments of cargo in yard weekly; consignment and location wise, follow up and evaluate losses thereof.
10. Monitoring the yard on daily basis.

**Dispatch operation by road**

1. On receipt of DO from the port, Trucks to be gated in through in Gate for particular vessel.
2. Challan to be issued at the Gate at the time of in movement of the truck, mentioning Tare Weight, Vessel Name and location from where the cargo needs to be delivered.
3. Further on arrival of the trucks at the yard the same to be verified by the attending surveyor with the challan issued from the gate and on basis of which instruction is advised to the driver to place the truck at particular point/plot as mentioned in our challan.
4. Supervision of truck loading and verification of securing of cargo.
5. Further to maintain time log for the equipment used at the time of loading as well as to mention the loader no on the challan.
6. Final weighment supervision on completion of cargo loading.
7. Final assessment of actual cargo delivered.
8. Provisional outturn report prior completion of cargo.
9. Final outturn report on completion of the shipment with loss / excess statement.
10. Day to day dispatch sampling for TM test.
11. Maintain vehicle loading log at three location (In w/b, Out W/b & Loading Point)

**Dispatch operation by Rake**

1. Inspection of nominated yard prior to placement of the rake, and shifting of cargo as directed by the port authorities. Accordingly adequate challan’s to be issued at time of shifting with details of vessel and cargo plot no from one location to the other location.
2. Pre Stacking of cargo at Rail Yard prior to arrival of Rake.
3. Pre inspection of wagon prior to loading as well to record the wagon number along with all required details.
4. Supervision of wagon loading/As well to maintain time log for the equipment used.
5. Sampling for TM.
6. On completion of rake loading weighment supervision and same to be verified with the loading capacity of the rake.
7. The surveyor shall be responsible for weight correction of outbound rake at in-motion weighbridge.
8. The surveyor shall keep records of all the interim weighment conducted on a rake including final weighment.
9. Final assessment of actual cargo delivered.
10. Outturn report covering receipts from yard till end of delivery with loss / excess statement and justification.

**General:**

1. Maintain time log & reports of equipments / trips / cargo qty wherever required; used for Operations.
2. In the event of Fire, the surveyor shall be responsible to inform Port Operations and Fire Department immediately.
3. Fortnight sampling of the cargo within the plots. Samples will be drawn from sides accessible in the heap. Result will be updated for Total Moisture and Bulk density.
4. General precautions against pilferage of Cargo under GPPL Custody from Port.
5. Any other report pertaining to cargo as required by Operations.
6. Maintain weekly yard map / storage chart of both yard.

**Potential Cargoes:**

Coal

Limestone

Gypsum

Bauxite

Metal Scrap

Steel Coils

Project Cargoes

Any other cargo in loose (bulk) form.

Please note moisture and bulk density would be performed for the following:

Coal,

Limestone,

Gypsum

Bauxite

Any other cargo in loose (bulk) form wherever the same is required.

**Export Cycle**

**Yard operation**

1. Inspection of nominated yard prior to arrival of cargo.
2. Receiving of cargo in the open plot and maintaining tally sheet for the same with details of challan received from the driver, In case of short receipt same to be endorsed on the challan and to inform the concerned port Authorities accordingly. Prior to release of the vehicles from port premises.
3. Adequate pilling and staking of cargo with proper segregation vessel wise in the nominated plot as well to maintain proper time log for the equipment used at plot.
4. Once cargo unloaded as per specific requirement, to measure the area of the plot utilized for unloading.
5. Monitoring the yard on daily basis.

**Receipt operation by road**

1. On receipt of necessary instruction from the port with regards to carting, Trucks to be Gated in through in Gate for particular vessel.
2. Challan to be issued at the Gate at the time of in movement mentioning Gross Weight, Vessel Name and location from where the cargo is being carted, and location to where the cargo is to be received.
3. Further on arrival of the trucks at the yard the same to be verified by the attending surveyor with the challan issued from the gate and on basis of which instructs the driver to place the truck at particular point as mentioned in our challan as well maintain proper tally in case of bagged cargo.
4. Further to maintain time log for the equipment used at the time of unloading, As well to mention the loader number on the challan.
5. Further on completion of unloading final weighment supervision.
6. Sampling of the cargo for total moisture analysis.
7. Day to day receipt sampling for required test.

**Receipt operation by Rake**

1. Pre inspection of wagon prior to unloading as well to record the wagon number along with all required details such as seals numbers etc.
2. Supervision of wagon unloading/As well to maintain time log for the equipment used.
3. Issuance of proper challan to dumpers indicating the location to where the cargo needs to be carted for particular shipment.
4. Sampling for TM.
5. On completion of rake unloading weighment supervision and same to be verified with the R.R. and actual qty loaded.
6. Fortnight sampling of the cargo within the plots from sides as accessible, and analysis will be conducted for moisture.

**On Arrival of Vessel**

1. Inspection of wharf prior to arrival of vessel based on commodity
2. Hatch inspection on arrival of vessel
3. To obtain certificate of vessel for cargo loading fitness from vessel master and all party concerned.
4. Draft Survey (Initial & Final) to determine qty loaded on board.
5. Supervision of onboard loading of cargo from the vessel as well maintaining time log for the equipment used in case of stoppage.
6. Check the cargo for any visual damages in case of steel / Project Cargo.
7. Supervision of hook wise tally for Grabs or slings, as well receipt of challans for each and every dumper moved from the nominated plot to the wharf, as well to maintain running tally for the same.
8. Monitoring of weighbridge records in case the export cargo is being routed through weighbridge for loading.
9. Maintain time log for equipment used at the wharf for unloading of dumpers.
10. Progressive sampling to be conducted at the wharf at the time of loading and after completion of 5000 MT composite samples for the same in 2 sets to be forwarded to lab for required analysis of moisture.
11. Maintain on board day to day loading report and same to be acknowledged by the vessel on daily basis.
12. Issuance of Vessel wise summary report.

**Miscellaneous:**

1. Logging of Usage of Shore Cranes, reach stackers, trailers, and other equipments etc.; along with stoppages timings, if any with reasons for stoppages.
2. Logging of usage of spreaders.
3. Maintain the inventory of the gears required for operation.
4. Daily reporting on e-mail / hard copy by 0930 Hrs every day.
5. Final shipment / transshipment report will be submitted on completion of each operation.
6. Optimum / proper utilization of available resources and logging of the same.

**Projected cargoes**

Clinker

Cement

Soda Ash

Steel Coils

Project Cargo

Food Grains

Any other cargo in loose (bulk) form

1. **General scope of work – Dry Cargo (Fertilizers – Bulk & Breakbulk)**

**PURPOSE OF THE WORK:**

1. To ensure that the fertilizer cargo arrived are safely handled and delivered to Customer with operational Losses within tolerance limits as agreed with the customers.
2. Control / Supervision over activities carried out during the entire operations in Port

**IMPORT**

1. **Vessel Side:-**
2. Carry out initial, intermediate and final draft survey along with the vessel’s rep.
3. To participate as Port representative / Port surveyor in case of short receipt / any dispute related to cargo quantity being received.
4. Vessel inspection to ascertain any prior damage to vessel.
5. General examination of the cargo for exposure to the weather / water affected etc.
6. Maintaining tally of grabs/dumper trips every two hours.
7. Reporting the log of equipments working onboard and on wharf.
8. Maintaining of all idles and report of vessel Performances every day at 0700 Hrs and on completion of vessel operations.
9. Cargo sampling with Govt official (CFQC&TI and State agricultural authority) during vessel discharging
10. To participate as port representative / port surveyor in the joint inspection in case of any damage to ship / ship property / hull and machinery of the vessel and / or any damage to shore / shore equipments during vessel operation.
11. **Yard Side: -**
12. **Vessel discharge and Storage: -**
	1. Space management and ensuring cargo is properly stacked /high piled.
	2. Checking truck chit of dumpers arriving from vessel.
	3. Receiving cargo in Godown or at Fertilizer Shed after proper checking of dumpers.
	4. Maintaining truck wise tally at receipt and comparing it with discharge tally.
	5. Maintaining equipment log working inside Godown.
	6. Immediate reporting to GPPL’s on duty supervisor regarding any breakdown of equipments/damages inside Godown at time of operations.
	7. Ensuring safe high piling (cargo not to be coming over the walls of Godown ). Report any discrepancy to GPPL’s Supervisor immediately.
	8. Submitting shift wise receipt report in soft copy and hard copy to GPPL upon completion of vessel.
	9. Reporting any damages to Godown or any of port’s property to GPPL’s supervisor immediate on notice.

**ii) Bulk Shifting from Godown to railway line:-**

1. Issuing proper truck chit with details of type of cargo, origin and destination.
2. Receipt of cargo shifted for bagging.

**iii) Bagging / Standardization:-**

1. Checking of “ZERO” prior starting of scales’ operation.
2. To ensure availability of required nos of empty bags against each of the MBUs.
3. Ensuring net weight packing of 50 / 45 kg or any other cargo weight per bag as defined by the client / port.
4. Taking minimum sample check of one bag in each 50 bags for Manual and 1 bag in every 100 bags on MBU. However, the frequency of bag weight check may vary from time to time considering operational requirement. The surveyor has to ensure that any such frequency required is strictly adhered to.
5. Informing GPPL’s on duty supervisor immediately if any weight variation found on Machines and on Manual scales including immediate stopping of work, till it is set right.
6. Reporting of weight check to be done as per prevailing format.
7. Reporting stoppages and productivity of MBUs.
8. To ensure bulk shifting and stacking correctly as per required for each wagon
9. To ensure that no. of bags as required are available against each wagon
10. To ensure dunnage is placed wherever bags are stacked
11. To ensure thread cones / weighing scales / Tarpaulins /dunnage is used properly
12. To submit report of the bagged cargo every day at 0700 Hrs for last 24 hrs ( also on shift basis , sub-contractor basis)
13. To maintain record of MBU and its performance
14. To maintain records of WLS and its performance wagon wise.
15. Stitching to be done properly and in line
16. Ensure calibration check of all electronic scale with standard weight on alternate day.

**iv) Empty Bags:**

1. Depute one supervisor round the clock at empty bag storage area.
2. To receive Empty bags with sample checks at nominated storage before releasing of the truck
3. To maintain register indicating no. of bundles issued, name of person receiving (it has to be contractor person NO sub-contractor accepted) , date and time.
4. Before issuing new lot of bundle to ensure that those issued and bagged cargo to match with the stock
5. To reconcile it on every Saturday and submit report with duly signed by the contractor/his rep
6. Daily reporting of the balance qty

**v) Dispatches: -**

1. Surveyors should inspect the rake wagons prior to rake loading. If any damages found inform to GPPL’s on duty supervisor immediately.
2. Surveyors should ensure proper counting of bags during rake loading to avoid any numerical shortage at destination
3. Surveyors should ensure uniform stacking of bags inside the wagon to avoid any misunderstanding at destination.
4. Surveyors should ensure proper placement of plastic dunnage sheets inside the rail wagon (floor & door).
5. Surveyor supervisor also must ensure and monitor wagon door dunnage pesting for each wagon door during rake loading operations.
6. Surveyors should ensure all wagon doors should be closed properly and sealed prior to rake departure  .
7. Surveyors should provide Wagon tally sheets to the Railway/ GPPL’s on duty supervisor within one hour of rake placement.
8. Ensure proper cargo/sound cargo to be loaded in rakes.
9. Ensuring that exact no of bags to be dispatched as per wagon’s capacity.
10. In case of short number of bags are reported / found at destination, the surveyor shall be liable to reimburse the dead freight imposed by the client, if any. GPPL’s decision / descrition shall be final and binding on the surveyor in order to ascertain and recover such dead freight from any amount payable to the surveyor under this or any ither agreement with GPPL.
11. Reporting dispatches as per standard format.
12. No damage/improper bags to be loaded on rake.
13. Ensure that in each wagon floor dunnage is laid.
14. Depute one person at road weighbridge
15. Surveyors should ensure uniform stacking of bags with proper marking on stack inside the wagon to avoid any misunderstanding at destination.

**vi) Rake unloading supervision at Destination: -**

1. Supervisors to be present at all destinations before arrival of rake
2. Ensure minimum 02 (two) Supervisors to be present at all destinations before arrival of rake and the contact number should be shared with port authority prior to rake placement at destination.
3. The surveyor representative / supervisor at destination must ensure before rake unloading that all the wagon doors / seals are intact. The surveyor should take adequate / required photographs as an evidence of the same or for any such tampering / broken seals of wagons, prior to rake unloading.
4. The surveyor shall ensure that the wagons are unloaded and stacked in proper countable manner. In case of any deviation, the surveyor must ensure proper evidence to support the same.
5. The surveyor will ensure the random counting of the wagons as per practice and / or as per agreed terms with the client.
6. Wagon tally sheets to be prepared and get it signed from the concern client’s rep/ surveyor. The surveyor representative shall not leave the destination site without obtaining joint signature on the wagon tally sheet from all concerned parties or without express consent from authorized GPPL representative.
7. If disputes are arising upon cargo receipt figures, immediately contact (telephonic) the GPPL’s bulk Superintendent/ Manager to resolve the matter.
8. The destination survey report (duly counter signed by the receiver’s / client’s representative to be submitted by next day or arrival of rake at the destination.
9. For any numerical shortage identified at the destination, the surveyor will intimate the authorised representative of GPPL before leaving the destination and preferably before signing the joint destination report.
10. In case the surveyor representative fails to reach / appear at the destination prior to rake arrival and there are any numerical shortages reported at destination where the surveyor has not been present, the recovery imposed by the client towards such destination shortages (including cargo shortage as well as dead freight or the total recovery imposed by the client, whichever is less) shall be recovered from the bills payable to the surveyor, along with the survey charges for the rake despatches.

 **Viii) Reports:**

* 1. All daily reports as done now to continue and any further added to be maintained.
	2. The surveyor will also maintain a client wise cargo reconciliation sheet right from the beginning of the operations. This will be submitted to GPPL as and when demanded.
	3. Surveyor will also prepare pre-out turn when the cargo deliveries are near to completion andfinal out turn report after completion of all cargo deliveriesfor each and every vesseland submit the same to GPPL.
	4. Similarly, the surveyor will also maintain accountal for Empty Bags, Threads (In case of threads supplied by the client), Neem Oil etc. and submit the same with GPPL on daily basis.
1. **Neem Coating Analysis**

The surveyor will establish an on-site laboratory and take samples of neem coated urea cargo during vessel discharge and cargo despatches through rake / road. Samples have to be taken and analysed as per frequency as mentioned in Scope of Work to ascertain / maintain minimum levels of neem oil coating as per FCO/DOF norms using benzene soluble content method.

**To analyses Benzene soluble content levels in cargo (urea)**

* To ensure that Neem coated Urea to be analyzed and ascertained that the Benzene solublelevel is compiled/meeting with as per FCO norms of Department ofFertilizers (DOF).
* To prepare and maintain report for Neem Oil Receipt – Tanker wise separately for each fertilizer client and submission of the same on daily basis.
* Withdrawal of Samples on regular interval (Every two hour) and analysis during vessel discharge.
* Withdrawal of sample during rake dispatch and analysis
* Timely advised for coating ratio of samples withdrawn during various operations.
* From above mentioned samples, analysis report to be prepared online so as to maintain the necessary flow of Neem oil spray into cargo as per the statutory norms.
* Timely advised to Control / maintain neem oil sprinkling averages during vessel discharge
* Withdrawal of samples of Neem coated urea by the time of rake loading and analyzing online to ascertain that cargo loaded in rake is as per statutory Norms.
* Up keeping of sample analysis for future records
* Manpower resources
* Equipment’s purchase and it’s AMC as per list given hereunder
* Chemicals for sample analysis as per list given hereunder.

**Sample frequency:**

* Total volume expected: 10,00,000 Mt per annum
* Approximate Rake to be dispatched from port: 313 Rakes
* Average discharge rate per/day: 12,000 Mt/Day
* Withdrawal and analysis of samples requires: Every two-hour during vessel discharge and during rake dispatch

**Equipment’s required:**

* Laboratory utensils including beakers and separating funnels
* Hot Plate and Hot Air Oven to evaporate Benzene and water.
* Silica gel container to absorb moisture.
* Laboratory Weighing machine
* Equipment used in the lab should have a valid certificate.

**Chemicals and Manpower:**

 **Manpower requirement:** 3 persons basis 8 hours shift and 1 reliever = 04 persons

**Chemicals:**Benzene, hydrochloric acid, distilled water

1. **Dry Bulk Cargo Receipt and Despatches (Road & Rail Mode)**

**Yard operation**

1. Inspection of nominated yard prior to arrival of cargo.
2. Receiving of cargo in the open plot and maintaining tally sheet for the same with details of challan received from the driver, In case of short receipt same to be endorsed on the challan and to inform the concerned port Authorities accordingly. Prior to release of the vehicles from port premises.
3. Adequate pilling and staking of cargo with proper segregation as advised by authorized representative of GPPL in the nominated plot as well to maintain proper time log for the equipment used at plot.
4. Once cargo unloaded as per specific requirement, to measure the area of the plot utilized for unloading.
5. Monitoring the yard on daily basis.

**Receipt operation by road**

1. On receipt of necessary instruction from the port with regards to carting, Trucks to be Gated in through in Gate for particular vessel.
2. Challan to be issued at the Gate at the time of in movement mentioning Gross Weight, Client Name and location from where the cargo is being carted, and location to where the cargo is to be received.
3. Further on arrival of the trucks at the yard the same to be verified by the attending surveyor with the challan issued from the gate and on basis of which instructs the driver to place the truck at particular point as mentioned in our challan as well maintain proper tally in case of bagged cargo.
4. Further to maintain time log for the equipment used at the time of unloading, As well to mention the loader number on the challan.
5. Further on completion of unloading final weighment supervision.
6. Sampling of the cargo for total moisture analysis.
7. Day to day receipt sampling for required test.

**Receipt operation by Rake**

1. Pre inspection of wagon prior to unloading as well to record the wagon number along with all required details such as seals numbers etc.
2. Supervision of wagon unloading/As well to maintain time log for the equipment used.
3. Issuance of proper challan to dumpers indicating the location to where the cargo needs to be carted.
4. Sampling for TM.
5. On completion of rake unloading weighment supervision and same to be verified with the R.R. and actual qty loaded.

**Moisture Analysis**

1. Fortnight sampling of the cargo within the plots from sides as accessible, and analysis will be conducted for moisture.

**Dispatch operation by road**

1. On receipt of DO from the port, Trucks to be gated in through in Gate for particular client.
2. Challan to be issued at the Gate at the time of in movement of the truck, mentioning Tare Weight, Client Name and location from where the cargo needs to be delivered.
3. Further on arrival of the trucks at the yard the same to be verified by the attending surveyor with the challan issued from the gate and on basis of which instruction is advised to the driver to place the truck at particular point/plot as mentioned in our challan.
4. Supervision of truck loading and verification of securing of cargo.
5. Further to maintain time log for the equipment used at the time of loading as well as to mention the loader no on the challan.
6. Final weighment supervision on completion of cargo loading.
7. Final assessment of actual cargo delivered.
8. Provisional outturn report prior completion of cargo.
9. Final outturn report on completion of the shipment with loss / excess statement.
10. Day to day dispatch sampling for TM test.

**Dispatch operation by Rake**

1. Inspection of nominated yard prior to placement of the rake, and shifting of cargo as directed by the port authorities. Accordingly adequate challan’s to be issued at time of shifting with details of client and cargo plot no from one location to the other location.
2. Pre Stacking of cargo at Rail Yard prior to arrival of Rake.
3. Pre inspection of wagon prior to loading as well to record the wagon number along with all required details.
4. Supervision of wagon loading/As well to maintain time log for the equipment used.
5. Sampling for TM.
6. On completion of rake loading weighment supervision and same to be verified with the loading capacity of the rake.
7. Final assessment of actual cargo delivered.
8. Outturn report covering receipts from yard till end of delivery with loss / excess statement and justification.

**General:**

1. Maintain time log & reports of equipments used for Operations.
2. The surveyor shall arrange for a vehicle on 24 X 7 basis for transportation / internal movements of their staff to, within and from all the points of deployment at all times.
3. GPPL do not allow any pedestrian movements within the yards and at other restricted areas. The surveyor shall abide by the rules in force at any time and ensure suitable vehicle availability for any required movements. The vehicle and its driver / operator deployed for the job must have valid registration, license, insurance, pollution control certifivate and all other required documents along with valid pass / permit issued by GPPL security team.
4. In the event of Fire, inform Port Operations and Fire Department immediately.
5. Surveyor through its designated official/s shall render all assistance to GPPL in regard to filing of any police complaint/General Diaries/FIR, which may be required to lodge against any person/s with respect of unexpected differences in cargo/shortages detected/disclosed in the stock of the goods inside the designated yard.
6. During any Natural Calamity / Act of God (Eg. Cyclone, heavy rains etc), Surveyor to assist the GPPL in damage assessment, report preparation and rehabilitation plan.
7. Surveyor will be responsible to acknowledge the GPPL staff for any personnel visiting the yard and will also be responsible to prepare and assist on any incident report for the incident taken place in the yard.
8. Fortnight sampling of the cargo within the plots. Samples will be drawn from sides accessible in the heap. Result will be updated for Total Moisture and Bulk density.
9. General precautions against pilferage of Cargo under GPPL Custody from Port.
10. Liquid cargo rake operations - wagon tally report (arrival & departure), equipment utilization (APMT - Kalmar : Contractual - trailers etc.)
11. Any other report pertaining to cargo as required by Operations.

**Potential Cargoes:**

Coal

Limestone

Gypsum

Bauxite

Metal Scrap

Steel Coils

Project Cargoes

Liquid

Any other cargo in loose (bulk) form.

Please note moisture and bulk density would be performed for the following:

Coal,

Limestone,

Gypsum

Bauxite

Any other cargo in loose (bulk) form in case required.

1. **Bagged Cargo Receipt and Despatches (Rail & Road Mode)**

**Yard operation**

1. Inspection of nominated yard prior to arrival of cargo.
2. Receiving of cargo in the open plot and maintaining tally sheet for the same with details of challan received from the driver, In case of short receipt same to be endorsed on the challan and to inform the concerned port Authorities accordingly. Prior to release of the vehicles from port premises.
3. Record of receipt including No of bags, weight of each bag and total received weight.
4. Adequate pilling and staking of cargo with proper segregation as advised by authorized representative of GPPL in the nominated plot as well to maintain proper time log for the equipment used at plot.
5. Supervision of covering of received cargo as instructed by the authorized representative of GPPL.
6. Once cargo unloaded as per specific requirement, to measure the area of the plot utilized for unloading.
7. Monitoring the yard on daily basis.

**Receipt operation by road**

1. On receipt of necessary instruction from the port with regards to carting, Trucks to be Gated in through in Gate for particular client.
2. Challan to be issued at the Gate at the time of in movement mentioning Gross Weight, No of Bags, weight per Bag, Client Name and location from where the cargo is being carted, and location to where the cargo is to be received.
3. Weighbridge supervison / monitoring of cargo receipts (in case required)
4. Further on arrival of the trucks at the yard the same to be verified by the attending surveyor with the challan issued from the gate and on basis of which instructs the driver to place the truck at particular point as mentioned in our challan as well maintain proper tally in case of bagged cargo.
5. Further to maintain time log for the equipment used at the time of unloading, As well to mention the unloading gang on the challan.
6. Further on completion of unloading final weighment supervision.
7. Slack / torn / damaged bags if received to be stacked at specific receipt point designated for that.
8. Recording of any such short receipt / slack / torn / damaged bags from a truck along with all other required details.
9. To prepare and submit receipt report on daily basis.

**Receipt operation by Rake**

1. Pre inspection of wagon prior to unloading as well to record the wagon number along with all required details such as seals numbers etc.
2. Supervision of wagon unloading/As well to maintain time log for the equipment used.
3. Issuance of proper challan to dumpers indicating the location to where the cargo needs to be carted.
4. To tally the number of bags received as against the wagon tally.
5. To record any short receipt / slack / torn / damaged bags and get the same counter signed with client’s surveyor / port representative and other stack holders.

**Dispatch operation by road**

1. On receipt of DO from the port, Trucks to be gated in through in Gate forparticular client.
2. Challan to be issued at the Gate at the time of in movement of the truck, mentioning Tare Weight, Client Name and location from where the cargo needs to be delivered.
3. Further on arrival of the trucks at the yard the same to be verified by the attending surveyor with the challan issued from the gate and on basis of which instruction is advised to the driver to place the truck at particular point/plot as mentioned in our challan.
4. Supervision of truck loading and verification of securing of cargo.
5. Further to maintain time log for the equipment used at the time of loading as well as to mention the loader no on the challan.
6. Final weighment supervision on completion of cargo loading.
7. Final assessment of actual cargo delivered.
8. Provisional outturn report prior completion of cargo.
9. Final outturn report on completion of the shipment with loss / excess statement.

**Dispatch operation by Rake**

1. Inspection of nominated yard prior to placement of the rake, and shifting of cargo as directed by the port authorities. Accordingly adequate challan’s to be issued at time of shifting with details of client and cargo plot no from one location to the other location.
2. Pre Stacking of cargo at Rail Yard prior to arrival of Rake.
3. Placement of dunnage before pre-stacking in case required considering nature of cargo / packaging.
4. Pre inspection of wagon prior to loading as well to record the wagon number along with all required details.
5. Supervision of wagon loading/As well to maintain time log for the equipment used.
6. To prepare wagon floor plan as per wagon size / type and carrying capacity.
7. Loading of Bags as per wagon capacity according to wagon floor plan.
8. On completion of rake loading weighment supervision and same to be verified with the loading capacity of the rake.
9. Final assessment of actual cargo delivered.
10. Outturn report covering receipts from yard till end of delivery with loss / excess statement and justification.

**General:**

1. Maintain time log & reports of equipments used for Operations.
2. In the event of Fire, inform Port Operations and Fire Department immediately.
3. General precautions against pilferage of Cargo under GPPL Custody from Port.
4. Any other report pertaining to cargo as required by Operations.

**Potential Cargoes:**

Cement

Soda Ash

Wood Pulp

Guar Gum

Any other cargo in bagged form.

**Specific Conditions:**

1. The surveyor will ensure deployment of adequate number of tally clerks, supervisors and other required manpower for over all supervision, monitoring, documentation, Neem Oil analysis, other Lab analysis etc along with any other survey / supervision required as per operational requirements at each operational areas, including at destinations.
2. The surveyor shall ensure strict compliance to the prevailing labour rules and guidelines along with specific Port requirements, including but not limited to 8 hour shifts, weekly offs, leaves, over time, salary, bonus, PF and any other statutory / port requirement in this regard from time to time, more specifically mentioned in the GTA of this agreement.
3. The surveyor will maintain records / reports for each and every activity being carried out and submit the same as per pre-defined frequencies i.e. Daily, weekly, Fortnightly, Yearly etc.
4. The surveyor will also be responsible to submit specific reports on as and when required basis.
5. The surveyor will also maintain the basic documents collected as the basis of the reports generated as above for audit purpose, along with moisture readings, challan copies, tally sheets and other required documents. The surveyor will produce or cause to be produce the above documents as and when demanded by Authorised representative of GPPL.
6. The surveyor will establish and maintain an on-site laboratory equipped with required instruments / oven etc. in order to carry out required analysis for moisture /ash contents etc and submit the report of the same on daily basis to GPPL.

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| .**Contact Details** |
| **Company Name** |  |
| **Contact Person** |  |
| **Contact number** |  |
| **E-mail ID** |  |