

FREQUENTLY ASKED QUESTIONS (FAQ)

a) ***What is the procedure for clearing import cargo from Chennai Port?***

The documentation procedure for Import Cargo are as follows:-

- Import Application should be filed in triplicate i.e. (A,B,&C) at the Central Documentation Counter by CCBA member(CHA).
- All transactions relating to the importation and delivery thereof are recorded in it.
- On verification of the Import Application with Delivery Order, Bill of Entry, Bill of Lading, Invoice & Packing List, the Import Application is registered. Delivery Order is issued by the Steamer Agent to CCBA(CHA) through PCS.
- After registration of the Import Application, it is signed by the Counter Clerk with date and passed on to the Supervisory Staff for counter checking and signing.
- The Import Application, after registration, is forwarded to Finance Department for recovery of cargo related charges.
- Necessary cargo related charges are recovered at the Assessment Counter of the Finance Dept then the Import Applications are forwarded to concerned Area Offices for delivery.
- **A-Form** is retained by the Trust for operational endorsements. B Form is handed over to the user. C Form is retained by the Cargo handling division of the Port to calculate piece rate for C&F labour.
- ***In the ensuing PCS 1x implementation, this process will be made online and the user may assess the charges through online.***

b) ***What is the procedure for exporting cargo through Chennai Port?***

The documentation procedure for Export Cargo are as follows:-

- Allowing the aggregation of export cargo in the designated berth by giving gate opening permission
- Export Application should be filed in quadruplicate i.e. (A, B, B1& C) at the Central Documentation Counter.
- All transactions relating to the exportation and connected activities thereof are recorded in it.
- On verification of the Export Application with Shipping Bill, Invoice, Gate Opening Permission & Packing List, the Export Application is registered.
- After registration of the Export Application, it is passed on to the Supervisory Staff for counter checking and signing.
- The Export Application, after registration, is forwarded to Finance Department for recovery of cargo related charges.
- Necessary cargo related charges are recovered at the Assessment Counter of the Finance Dept., then the Export Applications are forwarded to concerned Area Offices for exporting the cargo.
- A and B1 Forms are retained by the Trust for making operational endorsements, B Form is handed over to the Shippers. C Form is retained by the Cargo Handling Division of the Port to calculate piece rate for C&F labour.
- ***In the ensuing PCS 1x implementation, this process will be made online and the user may assess the charges through online.***

c) ***What are the tariffs applicable for cargo handling at Chennai Port?***

The rates applicable are the rates notified by the Tariff Authority for Major Ports (TAMP). (Link to Chennai Port Trust Scale of Rates is to be provided)

<https://www.chennaiport.gov.in/content/port-tariff>

FREQUENTLY ASKED QUESTIONS (FAQ)

d) **What is the procedure for allotment of space within Chennai Port?**

(i) Allotment through e-Tender cum Auction :

As per Land Policy Guidelines 2014 and Policy Guidelines for Land Management 2015 issued by the Ministry, land inside Custom Bond area shall be given on licence basis. Wherever feasible, such licence shall be issued only by competitive tenders. Hence the allotment of land is given under e-Tender cum Auction basis.

Chennai Port will publish the e-tender notification on the port website as and when such tenders are floated <https://www.chennaiport.gov.in/>

(ii) Allotment of land for cargo handling purpose on vessel to vessel basis:

Since allotment of land for cargo handling purpose on vessel to vessel basis could not be given through e-Tender cum Auction due to various difficulties such as short notice of vessel arrival, to fulfil the immediate requirement of consignees / cargo handlers etc., the same are given on nomination basis at the rates approved by the Board as per B.R.No.95 dt.28.01.2019. The present rates applicable for the areas are as follows:

Period of occupation	Rate for 10 sq.mtrs or part thereof for 15 days or part thereof		
	Open Space Unpaved (Rs.)	Open Space Paved (Rs.)	Covered Space (Rs.)
0-60 days	336/-	637/-	1007/-
61-90 days	370/-	701/-	1108/-
91-120 days	420/-	796/-	1259/-
Beyond 120 days	504/-	956/-	1511/-

(iii) Allotment of area on nomination basis to the Government Departments/Organisations upto a period of 5 years and also for private organizations for a short term period not exceeding 3 months:

As envisaged under Clause 10.1 (b) of the Land Policy Guidelines, the allotment can be issued to Government Departments / Organisations / PSUs etc., on nomination basis upto a period of 5 years. Further, for a short term allotment to place the Boat / Yacht on wharf for repair, erection of temporary stalls like foreign exchange counter at the time of arrival of cruise vessels etc., short term allotments up to a maximum period of 3 months are given on nomination basis for private organizations also since issue of NIT is not feasible for these short term requirements.

e) **What is the tariff applicable for space within Chennai Port?**

Tariff applicable for space are as per Scale of Rates and as per B.R. No.95 dt.28.01.2019 for vessel to vessel basis allotments. Please click the following link to see the applicable tariff: <https://www.chennaiport.gov.in/content/port-tariff>

FREQUENTLY ASKED QUESTIONS (FAQ)

f) (i) What are the buildings/other areas available for being let-out in and around Chennai Port?

Please click the following link to see the spaces available for being let out inside the Custom bound area in Chennai Port Trust:
<https://www.chennaiport.gov.in/content/land-information-systemchptlis>

The list of availability of spaces as on 23.09.2019 is enclosed. EDP may be requested provide a link to this list in the Trust's website under the land-information-system as above. Updated list every month would be furnished to EDP by L&B Section of this department on monthly basis (as of 1st of every month) to update the status as regards to areas falling within Custom bound area.

(ii) What is the procedure for taking such premises on rent?

To participate in the Tender and get the allotment after technically qualifying in the technical bid and succeeding in the price bid.

**CIVIL ENGINEERING DEPARTMENT
LBS DIVISION**

Frequently asked question related to leasing of Open land, Buildings & shop around Chennai Port Trust.(**OUTSIDE CUSTOM BOND AREA**)

Qtn:

(i) WHAT ARE THE BUILDINGS / OTHER AREAS AVAILABLE FOR BEING LET - OUT AROUND CHENNAI PORT?

Ans:

VACANT DETAILS OF LANDS, BUILDINGS & SHOPS AT OUTSIDE CUSTOM BOND AREA

Sl. No	Location	Area in Sq. Mts.	
		Covered /Building	Open Land
1	User Office Complex Building on Rajaji Salai		
	Ground & 1 st Floor	878 (375+ 503)	--
2	EDLB Office Building on Rajaji Salai		
	Basement, GF – 5 th Floor	4676 (668x7)	--
	South Annex Building		
	GF – 2 nd Floor	1708 (620x1, 544x2)	--
	Car Park		
	Covered Space	--	224
	Open Space	--	352
3	Building adjacent to Jawahar Building (North Side) on Rajaji Salai - G.F & F.F		
		379	--
4	Jawahar Building on Rajaji Salai		
	G.Floor	232	
5	Central Documentation Building on Rajaji Salai		
	Basement	771	--
	Ground floor at car parking area	40	
	Mezzanine floor	212	--

	First Floor	811	--
	Second floor	504	--
	Third floor	817	--
6	Anchor Gate Building on Rajaji Salai		
	First Floor South Wing	462	--
7	Annexe Building Adjacent to old Admn Building (Near Exit gate) on Rajaji Salai		
	First Floor		
	East side	91	
	Second Floor		
	East side	109	
	West side	89	
8	Old Administrative Building on Rajaji Salai		
	Ground Floor	56	
9	Royapuram on Rajaji Salai		
	Open Land	--	1489
10	Housing Colony on Tondiarpet		
	Shops In Ground floor		
	Shop Unit 1	15	
	Shop Unit 2	15	
	Shop Unit 3	15	
	Shop Unit 4	17	
	Shop Unit 5	13	
	Shop Unit 6	12	
	Shops In first floor		
	Shop Unit 7	15	
	Shop Unit 8	15	
	Shop Unit 9	15	
	Shop Unit 10	17	
	Shop Unit 11	13	

	Shop Unit 12	12	
	Shops In THC -II		
	Shop Unit 1	22	
	Shop Unit 2	22	
	Shop Unit 3	22	
	Shop Unit 4	22	
	Shop Unit 5	22	
	Total	12884	2065

Qtn:

(ii) WHAT IS THE PROCEDURE FOR TAKING SUCH PREMISES ON RENT?

Ans:

Land & Building (LBS) Section of Civil Engineering department dealt the outside Custom bond area.

Period	Type of Allotment	Type of Lease	Lease Fee	Security Advance
1) Up to 30 years on Lease basis	1.Nomination 2.e - Tender cum e- auction method (as per LPG)	1. Annual Rent Lease basis	1. Lease fee = Area x Rate as per SOR 2. Lease rent fee only on Annual basis (Every year in advance) to be paid 3. Escalation 5% per annum. 4. In addition EB & water charges will be claimed by CME & electrical dept. 5. GST & Other taxes applicable from time to time. 6. Vacation / Termination: 3 months notice.	2 yrs of lease fee. (refundable)
2) Above 30 years up to 99 years with empowered committee sanction.	<u>In nomination</u> Vacant Areas allotted to Government departments <u>In tender cum auction methodology:</u> 1. Vacant areas allotted by inviting tenders. 2.In two cover system. 3.Cover I-	2. Upfront Lease basis (Total lease amount for entire period will be collected	1. Lease fee = Area x Rate as per SOR. Formula $(1/(1+i)^n)$, Where,	2 yrs of lease fee. (refundable)

	Technical bid Eligibility criteria 4. Cover II – Price bid value and also Auction will be held. 5. Highest bid quoted in e-auction will be the successful Bidder.	in advance applying the discount factor based on RBI bulletin)	1= Annual lease rent with escalation, i= Discount factor (as per RBI Index). N = No. of years. 2. In addition EB & water charges will be claimed by CME & electrical dept. 3. GST & Other taxes applicable from time to time. 4. Vacation / Termination: 3 months notice. 5. Annual Nominal Rent of Rs 1 /Sq.m to be paid on every year	
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Eligibility Criteria to participate in e-tender cum e-auction:

The bidder shall be proprietary firm, Partnership firm, a private or Public Limited Company or Joint venture or consortium registered in India having an average annual turn over of 30% of the total license fee for the 10 years of allotment. They should produce any of the following duly attested supporting documents along with the tender as proof for financial eligibility corresponding to the office unit, shop and land which the bidder intends to bid and shall be uploaded.

1. In the case of existing entities, the bidder shall produce any of the following Documents, self – attested, along with the Tender as proof for financial eligibility corresponding to the office unit for which the bidder intends to bid:-
 - a. Copies of audited annual accounts / profit and loss accounts / balance sheet, accompanied with auditor's report for the past three financial years authenticated by a chartered accountant, having an average annual turnover equivalent to 3 years license fee or more, corresponding to the office unit which the bidder intends to bid. In case the bidding entity is not in existence for the last 3 years, the average annual financial turnover of the entity should be equal to or more than the above said amount for the period of their existence; **[OR]**
 - b. Copies of Income Tax Returns for the last three Financial Years having an average annual turnover equivalent to three years license fee or more.
2. In the case of new firms, i.e., entities which came into existence recently, the bidder shall produce the Solvency Certificate issued from the Bank certifying that the bidder can be treated as good for any engagement upto the average annual turnover amount which is equivalent to 3 years license fee or more for the office unit applied.

Hence, it may be noted that Solvency Certificate will be considered only in case of entities which have come into existence during the current year and not in the case of entities existing during the previous year.