

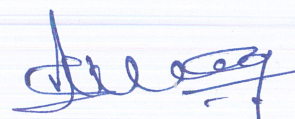
Kamarajar Port Limited

Standard Operating Procedure (SoP)

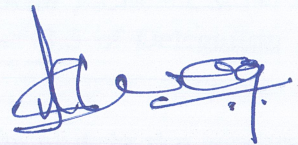
Collection and Disposal of the Scraps, Surplus / unserviceable / condemned materials / obsolete items, Plants & Machineries / Parts etc., inside KPL

1. The Civil Department will collect all the unclaimed Scraps, Surplus / unserviceable / condemned materials / obsolete items of Plants & Machineries / Parts etc., (except garbage) lying at various locations inside the Port and stack them in the designated stack yard of KPL near the Fire Station. In addition to the above, other departments of KPL may also identify the scraps and indent to Civil Department to collect the scrap inside KPL.
2. A Disposal Committee will be constituted with GM / HOD / DGM / CM + CM (F) as the members of serving disposal Committee as per the clause 3.3 of Delegation of powers.
3. The constituted Disposal Committee shall inspect the materials and fix the rate (per Number/Tonne/Kilogram/Lot basis) as the case may be with Survey Sheet duly covering the Lot Number, description, quantity, location, etc.,
4. The Reserve Price for scrap and unserviceable materials shall be fixed based on the last sale price, Journals/Newspapers published, the market price of scraps, Bulletin issued by M/s MSTC Ltd. and the prevailing market price ascertained through a Market Survey, if any.
5. In cases where the Reserve Price cannot be fixed as per the laid down procedures, an approved valuer registered with an Insurance Regulatory and Development Authority (IRDA) may be engaged for valuation of such material with the approval of Competent Authority and the Disposal Committee will take into account the valuation given by the valuer while recommending the reserve price. Further, the Disposal Committee shall fix the starting price and the incremental value for each lot.
6. The Reserve Price, starting price and incremental value Fixed by the Disposal Committee shall be put up for approval of Competent Authority and for the disposal of items through e-auction.
7. After obtaining approval from the Competent Authority, Auction Bid is created in GeM forward auction for conducting e-auction process of the scrap materials by entering Item description, Unit, Quantity, Starting Price, EMD, EMD payment Start & End date, Auction Start & End Date. (as per the requisite data in GeM Portal).
8. The e-auction will be published in the GeM Portal & KPL's website along with publishing NIT in Newspapers. The interested Agency / Parties / Buyers may visit KPL Scrap yard for inspecting the scrap Materials with the issue of Port entry passes by the competent authority of KPL. CISF may permit the Agency / Parties / Buyers to visit Main Stores for inspecting the identified Scrap.

9. Online forward auction is conducted by GeM Portal and listed scrap materials are sold to the highest Bidder. GeM Portal issues intimation letter to the respective Buyers indicating Sale Value of the material & payment date after they pay transaction charges to GeM as per GeM Revenue Policy.
10. Further, the highest Bidder will deposit the sale value to the KPL Bank Account and the intending department will get confirmation of the receipt of the sale value from the Finance department. After receipt of full payment of the sold material from the highest Bidder, the intending department will issue delivery order to the Contractor (i.e. highest Bidder)
11. The contractor will intimate to the intending department the tentative dates of Scrap collection from the Scrap yard. Accordingly, the intending department will deploy its representative at the Scrap yard for monitoring the scrap collection along with the CISF Personnel for witnessing the loading. Further the contractor has to arrange the weighment of each truck with the Scrap loaded. Since KPL weigh bridge has been installed the Container scanner yard, the same may be utilized whenever time available in the yard. On completion of weighment and clearance of CISF at the Main Gate / Gate Complex the truck will move out of the Port.
12. The intending departments will also intimate the members of the Disposal Committee for making themselves / their representative available at the Scrap yard / site during the Collection, weighment and delivery of Scrap from the yard, if required.
13. In case, the scrap to be collected is in large sizes or it is scattered in scrap yard, the contractor has to arrange to deploy his man power and machines to cut the large items into smaller pieces and to accumulate the scattered items in small bundles.
14. The intending department will recommend Port entry permission to the personnel and the truck of Contractor for the collection of Scrap. Tare weight (Gross weight – Net weight) of the truck will be taken in the weigh bridge as identified by KPL / Contractor in the presence of the KPL's representative & Contractor's representative and the weight slip generated will be certified by KPL for weighment.
15. The contractor shall ensure that the Truck for collection of scrap will reach KPL Scrap yard latest by 10:00 Hrs and ensure that the truck leaves the Gate complex / Main gate by 17:00 hrs after loading, weighment and required clearances by KPL & CISF at the Main Gate.
16. The intending department will issue Delivery challan to the Contractor in the specified format and the said delivery challan shall be signed by the HOD / Dy.HOD level officers and the receipt shall be acknowledged by the buyer. The overall weighment and delivery shall be witnessed by the intending department / representative of indenting department and subsequently will be informed to the members of Disposal Committee to take note of it.



17. In case, the material is to be delivered as a **Lot** i.e. without weighment (like old / obsolete equipment / floatilla / damaged furniture / wooden scrap / damaged old tyres etc), the intending department will arrange to segregate the said identified lot separately (while placing it for auction). Accordingly, the delivery of the same shall be carried out on "**Lot**" basis only (without physical weighment). The delivery of these **Lot** basis materials also shall be witnessed by the intending department / CISF / representative of indenting department and subsequently will be informed to the members of Disposal Committee to take note of it.
18. The intending department will issue delivery Challan to the buyer & while taking the delivery of materials from the Scrap yard of KPL, the contractor should generate the e-way bill and submit one copy of the same to KPL for records.



Dy.General Manager (Civil)
