

# FORM - A



## DEENDAYAL PORT TRUST

TRAFFIC DEPARTMENT  
PORT & CUSTOM BUILDING  
NEW KANDLA - KACHCHH -  
GUJARAT PIN - 370210

APPLICATION FORM FOR THE ISSUE OR RENEWAL OF STEVEDORING AND SHORE HANDLING LICENCE UNDER THE DEENDAYAL PORT TRUST (LICENSING OF STEVEDORING AND SHORE HANDLING) REGULATION, 2019.

Sr.No.	DESCRIPTION	DETAILS TO BE FILLED BY THE APPLICANT
1.	Name of the applicant	
2.	Whether the applicant is a company registered under the Companies Act, 2013 or a partnership firm or a proprietorship firm or has any other legal entity (documentary proof to be attached)	
3.	Address for communication	
4.	Applicant's PAN No. or TIN No.	
5.	Contact No. of applicant	
6.	Name of the person to be contacted and Mobile No.	
7.	E-mail and Fax No. of the applicant	
8.	Period for which Licence is required	<b>01/04/2020 To 31/03/2023</b>
9.	Name(s) of the Steamship or Company or Charterer of ship or owner of cargo, with whom the contract for stevedoring and shore handling of cargo is finalised or is proposed to be entered into (enclose copy of contract). Approximate tonnage for each party is to be indicated. (for Issuance of Fresh License)	

10.	<p>Previous experience in stevedoring activities and shore handling activities (enclose proof of the cargo and tonnage handled in the previous three years) (for Renewal of License)</p>	
11.	<p>Whether the applicant has financial capability to meet any obligation that may arise on account of payment of compensation under the Employee Compensation Act, 1923 (enclose solvency certificate for rupees ten lakhs from the banker to show financial capability and Income Tax returns of previous three years)</p>	
12.	<p>Whether the applicant possesses equipment and gears required for stevedoring activities and shore handling activities  (enclose list of equipment and gears with safety certificate)</p>	
13.	<p>Whether the applicant has employed or is willing to give an undertaking to employ at least <b>six supervisory personnel</b> possessing minimum two years' of experience in cargo handling and stowage required for undertaking the stevedoring activities and shore handling activities  (enclose list of employees, their detailed profile including work experience)</p>	
14.	<p>Whether the applicant has made payment of application fee as specified in regulation 6/ regulation 7 to the Financial Advisor and Chief Accounts Officer of the Board for issue/renewal of licence  (enclose proof of payment)</p>	
15.	<p>In the event of issue of licence, whether the applicant is willing to pay security deposit as specified in regulation 6.</p>	

16.	Whether the applicant has cleared all dues in respect of earlier transactions, if any, with the Board (enclose copies of no dues certificate from the concerned authorities of the Board)	
17.	In case of renewal of license, enclose safety clearance certificate granted by Inspector of Dock Safety. If not, enclose duly executed original indemnity bond as in <b>Form-C</b> .	

I / We, affirm that the particulars given above are true to the best of my / our knowledge and belief.

I / We, agree to pay the royalty amount as licence fee as specified by the Board, charges payable to the registered cargo handling workers and charges for any other services of the Board availed by me / us for undertaking stevedoring and shore handling operations at Deendayal Port.

I / We, agree to furnish any other information/produce any record for inspection as may be required by the concerned authority for issue / renewal of licence.

I / We, agree to abide by the Deendayal Port Trust (Licensing of Stevedoring and Shore Handling) Regulations, 2019 as amended from time to time and to comply with the directions issued by the Board from time to time, if the licence is issued or renewed in my / our favour.

I / We, hereby declared that, I / we have not been convicted for any offence involving moral turpitude and enclosed the certificate as in **Appendix-I**.

I / We, hereby undertake that, I / we shall charge the rates for services rendered not exceeding the ceiling rates notified by the tariff authority.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of applicant** \_\_\_\_\_  
with Official Seal.

**DECLARATION**

I, \_\_\_\_\_ chief executive officer of  
the \_\_\_\_\_ (name of the applicant) hereby declare  
that the directors, chief executive office, partners and proprietors of the firm or management  
are:

(a) not convicted by the Court for any offence involving moral turpitude;

**Or**

(b) convicted by the Court for an offence involving moral turpitude, but a period of five years has elapsed from the date of expiry of sentence (details of the name and designation of the person who has been convicted, nature of offence, date of sentence, period of imprisonment, etc., shall be furnished by the chief executive officer)

**Signature:**

**Seal of the Company**

\*Strikeout option (a) or (b), as the case may be.

## CONDITIONS

This licence is granted subject to the provisions of the Major Port Trust Act, 1963 (38 of 1963) and Deendayal Port Trust (Licensing of Stevedoring and Shore Handling) Regulations, 2019 as amended from time to time.

Every stevedoring and shore handling agent shall be subject to the duties, obligations and responsibilities imposed under Deendayal Port Trust (Licensing of Stevedoring and Shore Handling) Regulations, 2019 and more specifically the following;

- (a) The stevedoring and shore handling agent and all its staff and workers engaged for undertaking stevedoring and shore handling activities and work incidental thereto will ensure compliance with provisions of the Dock Workers (Safety, Health and Welfare) Act, 1986 and the Dock Workers (Safety, Health and Welfare) Regulation, 1990 and notifications issued thereunder, the Industrial Disputes Act, 1947; the Minimum Wages Act, 1948, Payment of Bonus Act, 1965; Employees' Provident Funds Act, 1952; Employees' State Insurance Act, 1948 and any other law/statutes relating to such operations / labour / equipment for the time being in force;
- (b) The stevedoring and shore handling agent shall deploy necessary equipments as will be specified by the Board and carry out the operations with the gears and equipment owned or hired by them;
- (c) The stevedoring and shore handling agent shall be solely responsible for any accident or damage or loss or claims resulting from or arising out of operations performed by them;
- (d) The stevedoring and shore handling agent shall comply with all accepted safe practices and norms during operations performed by them;
- (e) The stevedoring and shore handling agent shall indemnify the Board against all third party claims arising out of operations performed by them;
- (f) Whenever the Board has to pay compensation to any of its employees or workers or his dependents under the provisions of Workmen's Compensation Act, 1923, in consequence of any accident arising out of and during the course of work performed by a Stevedoring and Shore Handling agent or any of its employee/s and worker/s, the Stevedoring and Shore Handling agent shall reimburse the Board any sum so paid for any such purpose. The quantum of compensation as determined under the Workmen's Compensation Act, 1923, shall be taken as binding and conclusive as between the Board and the stevedoring and shore handling agent;
- (g) If any gear, equipment, plant and other property of the Board is damaged in the course of any such operation, the Stevedoring and Shore Handling agent shall compensate port for such loss or damage, the extent of which shall be decided by the Chairman or his authorized officer after carrying out proper enquiry and valuation of the property and extent of damage;
- (h) The Stevedoring and Shore Handling agent shall communicate promptly any information relating to the Stevedoring and Shore Handling activities undertaken by them or matters related therewith as and when asked for the authorized representative of the Board;
- (i) The Stevedore and Shore Handling agent shall carryout adequate supervision over the workers employed by him in order to ensure that maximum productivity consistent with the requirements of safety;
- (j) The Stevedoring and Shore Handling agent shall provide all the necessary gears and equipment duly tested and certified by the competent authority for handling different types of cargo;

- (k) The Stevedoring and Shore Handling agent shall produce the necessary annealing and test certificates for gears and equipment deployed by them for periodic inspection or as and when demanded by the Inspector, Dock Safety or the Traffic Manager;
- (l) The Stevedoring and Shore Handling agent shall provide the workers necessary personal protective equipment and safety appliances appropriate for the type of cargo;
- (m) The Stevedoring and Shore Handling agent shall ensure that the workers are available at the worksite throughout the shift period, except during the recess hours and render the normal output and shall take effective steps to improve the performance whenever output falls below the stipulated norms;
- (n) The Stevedoring and Shore Handling agent shall make adequate arrangements for ancillary operations such as sweeping, filling, stitching, repairing vessel's stenciling, securing and breaking of cargo stacking and stowage of cargo etc. required for cargo operation on board the vessels as well as on shore, as the case may be. These ancillary services shall not be separately charged and shall be inclusive in the stevedoring and shore handling rates notified by tariff authority;
- (o) The Stevedoring and Shore Handling agent shall ensure that all dues of the Board are paid within the specified period failing which the licence may liable to be cancelled under these regulations. Licence shall not be considered for renewal if any dues payable to the Board remains outstanding;
- (p) The Stevedoring and Shore Handling agent shall remit in advance the royalty to the Board prior to calling of the vessel.

(The discounts and deferments, if any, offered by the agent to its principals or amounts if any not collected by such agent for any reason whatsoever in respect of the stevedoring and shore handling services under these regulations, shall not be recognised for the purpose of calculation of dues of the Board on account of royalty);

- (q) The Stevedoring and Shore Handling agent shall undertake to pay wages to workers engaged by him from the Board, in accordance with the terms of settlement agreed between the Central Government and the Federation of Port and Dock Workers from time to time or at the rates fixed by the Board for the purpose;
- (r) The Stevedoring and Shore Handling agent shall not assign, transfer or in any manner part with any interest or benefit in or under the licence to any other person;
- (s) The Stevedoring and Shore Handling agent shall comply with all the rules and regulations of the Board and such instructions as may be issued from time to time by the Traffic Manger in the interest of safety, improvement in productivity and labour discipline;
- (t) Whenever casual workers are deployed, Stevedoring and Shore Handling agent, should ensure that such workers are covered by the insurance policy;
- (u) The Stevedoring and Shore Handling agent shall achieve the performance standard fixed by the Board;
- (v) The Stevedoring and Shore Handling agent shall publish the tariff charged by it and upload it on its own websites and ensure publishing on the Board's website. The charges leviable shall not exceed the ceiling rates prescribed by tariff authority.

## FORM – C

### INDEMNITY BOND

Format of indemnity bond for renewal of Stevedoring and Shore Handling Licence

pending submission of Safety Clearance from Dock Safety.

To be furnished in the stamp paper as per Stamp Act. (Submit on Stamp Paper of value not less than Rs. 200/-)

This Indemnity Bond is executed on this \_\_\_\_\_ day of \_\_\_\_\_ two thousand and \_\_\_\_\_, by **M/s** \_\_\_\_\_

\_\_\_\_\_ (herein after referred to as the "Indemnifier") which expression shall mean and include their heirs, legal representatives, successors, executors, administrators and assignees in office, in favour of the Board of Trustees of the Deendayal Port of Kandla having office at Administrative Office Building, Deendayal Port Trust, Gandhidham – Kachchh, 370201, (Gujarat State) represented by their Traffic Manager (herein referred to as "the Board" which expression shall mean and include their legal representatives, successors and assignees in office;

Whereas, the Indemnifier has requested for renewal of Stevedoring and Shore Handling Licence in accordance with the Deendayal Port Trust (Licensing of Stevedoring and Shore Handling) Regulations, 2019 to carry out the work of Stevedoring and Shore Handling activities at Deendayal Port Trust, Kandla beyond the period of three years w.e.f \_\_\_\_\_ ;

And Whereas, the Indemnifier has submitted application for renewal of Stevedoring and Shore Handling licence along with application fee, requisite documents and specified security deposit;

Whereas, the Indemnifier fulfill the required conditions and eligible for renewal of Licence, but awaiting Safety Clearance Certificate;

Whereas the indemnifier has submitted an application for issue of safety clearance certificate to the Dy. Director of Dock Safety, Deendayal Port Trust, New Kandla vide their Application No.: .....  
dated.....;

Whereas, the Indemnifier has executed this Indemnity Bond for renewal of Stevedoring and Shore Handling licence till such time of receiving the safety clearance certificate;

Whereas, the Indemnifier more fully understand the duties and responsibilities as provided in regulation 10 of and the terms and conditions specified in, the Deendayal Port Trust (Licensing of Stevedoring and Shore Handling) Regulation, 2019, and willing to abide by such duties, responsibilities and conditions.

**Contd..,**

Now therefore, the Indemnifier executes this Indemnity Bond for guarantee to protect the interest of the Board against any legal, financial, statutory or third party claim enforced against port through order or direction of any executive, judicial, quasi judicial authority for the reasons of violation of extant safety norms of Inspectorate of Dock Safety and not obtaining safety clearance by Indemnifier. The Indemnifier shall reimburse to Deendayal Port Trust the entire amount towards any compensation, claim and damage cost which may be caused by it to any person and / or property of the port and to make good port's claim in respect of any and all damages so caused by it or its personnel or equipment or gears to any port properties and / or in respect of his obligations emanated from the licence already referred.

This Indemnity Bond shall remain valid and be enforceable till the date of submitting the valid safety clearance certificate issued by the competitive authority.

IN WITNESS WHEREOF, the Indemnifier has hereto signed, sealed and delivered these presents on the day, month and year first above written.

**For and on behalf of**

In the presence of  
witness:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

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## ANNEXURE – II

Proforma for furnishing details for assessing Safety Performance of employer of dock workers  
(As per Regulation 94 of the Dock Workers (Safety, Health & Welfare) Regulations, 1990)

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### PART – B

(To be filled in by the employer of Dock workers and submitted to the Port Authority)

#### I. ABOUT THE COMPANY / FIRM/ ORGANISATION

(i).	Name and Address	
(ii).	(a) Name of the Responsible Person	
	(b) Designation of the responsible person (as per Section 15 of the Dock Workers (Safety, Health & Welfare) Act, 1986)	
(iii).	Telephone No.	
(iv).	Fax No.	
(v).	Details of Last Stevedoring License	
	(a) Date of Issue	
	(b) Valid upto	
	(c) Period for which renewal required	From _____ To _____

**Note:**

**Responsible person in case of:**

1.	Stevedoring company		Director / Partner
2.	Port Authority		Chairman/ Dy. Chairman of the Port
3.	Dock Labour Board		Chairman/ Dy. Chairman

**II. TECHNICAL FACILITIES OWNED BY THE EMPLOYER**

**A Lifting Appliances**

Sl. No.	Description Qty.	Capacity (SWL in Tonnes)	Certificate No. & Date of test	Date of last annual examination
1.				

**B Loose Gear**

(i) Available during the preceding year (s) **(during the period of last renewal)**

Sl. No.	Description Qty.	Capacity (SWL in Tonnes)	Certificate No. & Date of test	Date of last annual examination
1.				

(ii) Available on the **date of application for renewal**

Sl. No.	Description Qty.	Capacity (SWL in Tonnes)	Certificate No. & Date of test	Date of last annual examination
1.				

**C. Personal Protective Equipment**

(Available on the date of application for renewal)

Sl. No.	Description	Numbers
1.		

**III. MANPOWER (On roll of the organization / firm/ company)**

**A. Supervisory Staff and Workers:**

(i) Total number of supervisory staff and workers employed on dock work:

(a) Supervisory staff -----

(b) Workers -----

**( ii ) Details of training on Occupational Safety**

Sl. No.	Title of Programme	Duration	Level of participants (supervisor/ worker)	Conducted by	Number trained
1.	2.	3.	4.	5.	6.

**( III ) Action Plan for training of remaining staff/workers -----**

**B. Safety Officers (As per regulation 93)**

(i) Appointed by the employer \_\_\_\_\_

(ii) Appointed by any group of employers/  
Employers Association \_\_\_\_\_

**C. Details of Medical Examination of Supervisory Staff/ Workers (Including periodical as prescribed by the Chief Inspector of Dock Safety)**

Please give details for:

(a) Nos. examined \_\_\_\_\_

(b) Date of last examination \_\_\_\_\_

(c) Name and address of Doctor/ Hospital  
Where the examination is conducted \_\_\_\_\_

**IV. DETAILS OF CARGO HANDLED**

Cargo handled (except POL and other bulk liquids and gases during the period of last renewal:

	<u>Years</u>
(i) Bulk (in Tones)	_____
(ii) Break Bulk (in Tones) excluding Steel Cargo.	_____
(iii) Dangerous Goods (in Tones)	_____
(iv) Containers (in TEUs)	_____
(v) Steel Cargo (in Tones)	_____
(vi) Wooden Logs (in Tones)	_____
(vii) Granite Stones	_____
(vii) Other Cargo (Please Specify)	_____

I certify that the information furnished above is correct to the best of my knowledge.

Date: / /2019.  
Place:

SEAL

(Signature of Responsible Person)  
(As Per Item No. (ii) of Part-B of  
The Proforma)

Name :

Designation: