



PARADIP PORT AUTHORITY  
MARINE DEPARTMENT



No. MD/ACCTS/WK/R-15/2023/341

Date: 18/03/2024

To

M/s. Sathav Shipping Limited,  
618, Laxmi Plaza, New Link Road,  
Andheri (West), Mumbai - 400053.

**E-mail Id:** [vedantc@sadhav.com](mailto:vedantc@sadhav.com)

**Sub.:** Work Order for the work "Manning of PCS Control at Port Signal Station for Vessel Profile Approval on round the clock basis for a period of 03 (Three) years".

**Ref.:** (i) This office e-Tender Call Notice No. MD/ACCTS/WK/R-10/2020/1493 dtd.29/11/2023.  
(ii) This office LoA No. MD/ACCTS/WK/R-15/2023/276 dtd.04/03/2024.

Dear Sir,

With reference to above, it is to intimate that the Competent Authority has accepted your L1 offer at their quoted margin of 16% towards "Manning of PCS Control at Port Signal Station for Vessel Profile Approval on round the clock basis for a period of 03 (Three) years" under following terms & conditions:

**TERMS & CONDITIONS**

**1. SUBMISSION OF SECURITY DEPOSIT:**

The Bank Guarantee bearing No. 0160IPEBG240255 dtd.14/03/2024 having validity till 11/03/2025 has been accepted which is 10% of the contract value (i.e. Rs.4,38,738/-) and shall be kept with PPA as Performance Security Deposit (PSD) which shall be released after successful completion of the contract.

**2. DATE OF COMMENCEMENT OF WORK & PERIOD OF CONTRACT:**

You shall commence the work immediately from the date of issue of this Work Order. If you fails to commence the work within the stipulated period of 15 days, thereafter, the contract will be cancelled and security deposit shall be forfeited.

The contract shall remain valid for a period of 03 years from the date of commencement of work.

**3. PAYMENT OF TAXES:**

You shall be liable to pay all taxes, levies, duties and GST etc. to state Govt. or Govt. of India or any other authority under any law for the time being in force in respect of or in accordance with the execution of the contract. PPA shall reimburse the new taxes introduced by the Govt. during the contract period, if applicable under this contract.

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**4. INCOME TAX DEDUCTION:**

Deduction of Income Tax shall be made from any amount payable to you as per the relevant provisions of the Income Tax Act.

**5. AVAILABILITY & PENALTY:**

Minimum guaranteed availability of workers shall be for all days in a Calendar Month or part thereof. The workers shall carry out either shift duties of eight hours in a day or rotation duty as directed by Harbour Master or his representative. The workers shall carry out shift duties of eight hours a day. However, in case of any emergency / crisis management, the workers shall carry out additional duties as per the requirement without any additional financial liability on PPA.

If any of the workmen found unavailable, the penalty will be levied from time and date of such unavailability as follows, in addition to non-payment of daily rates:

From the time and date of non-availability up to 03 days :	No Penalty (No work No pay)
From 03 to 07 days :	30% of daily rates or part thereof.
From 07 to 15 days :	50% of daily rates or part thereof.

Beyond 15 days, PPA reserves the right to terminate the contract along with forfeiture of Performance Security Deposit and invoking steps as mentioned in Clause No. 22 of GCC.

**6. INSPECTION:**

The entire work shall be carried out under the supervision of Harbour Master or his representatives.

**7. PAYMENT TERMS:**

You shall raise the bill on monthly basis as per the actual quantity executed during that month. After finishing the work the firm shall deposit the bill in duplicate along with the copy of work done report. Payment shall be released within three weeks from the date of receipt of bills in duplicate.

**8. PORT ENTRY PASS:**

You must provide Port Entry Passes to all the workmen on payment of applicable charges. In case of increase in the Port Entry Charges for the workmen during the contract period, PPA will reimburse the enhanced charges only.

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9. **SCOPE OF WORK:**

The contract involves engagement of 03 (three) Nos. Science Graduates / Technical Graduates as per qualification given below for Manning of Port Communication System (PCS Control) at Port Signal Station for Vessel Profile Approval on round the clock basis for a period of three years and other various services and operations under Marine Department, Paradip Port PPA for a period of 3 years.

The engagement of 03 nos. Science Graduates / Technical Graduates having following minimum qualifications shall be considered.

- a) Passed HSC from a recognized institution (Copy of Certificate to be submitted)
- b) Diploma or Degree in Electronics & Telecommunications from a recognized Institution / University (Copy of Certificate to be submitted)
- c) Completed a course on Computer familiarization [Minimum Diploma in Computer Application (DCA)] and able to enter data in Computer (Copy of Certificate issued by any Computer Institute to be submitted)
- d) Adequate Knowledge of Internet Surfing (Copy of Certificate issued by any Computer Institute to be submitted)
- e) Upper Age Limit: 40 years and below:
- (i) **Age Relaxation & Reservation:** Up to 45 years to the contract workers engaged through contractors/co-operative societies / directly by PPA who have put in minimum 05 years of working in the port subject to production of employment certificate from concerned contractor/co-operative society duly counter signed by the principal employer/its representative and photo copies of payment register/pay slip duly signed by the concerned contractual worker and principal employer/its representative as per Circular No. AD-RR-II-18/2013/2167 dated: 28/30<sup>th</sup> May 2014 or appointment order from PPA.
- (ii) The firm should submit bio-data of all 03 personnel and take prior approval of Harbour Master for engagement on contract basis.
- (iii) The above workmen will be posted at Port Signal Station, PPA and assigned monitoring electronics Navigational Equipments & Port Communication System (PCS Control) and Liaisoning with vessels for various other services & operation work as per requirement.

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- (iv) They should be medically fit to carry out the Marine Operations. Fitness Certificate is required to be submitted from Govt. medical practitioner.
- (v) The costs for mobilization and de-mobilization of the above workmen are on the account of the contractor.
- (vi) All the personnel engaged for the contract should be of Indian Nationality.
- (vii) The Contractor shall carry out the works strictly in accordance with Scope of Work and Terms & Conditions of contract to the satisfaction of the Harbour Master and shall comply with and adhere strictly to his instructions and direction on any matter (whether mentioned in the contract or not) in relation with the contract.
- (viii) PPA will not be responsible for any accident suffered by the above personnel due to failure of machinery or any reason whatsoever. However, accident if any occurred during any type of Port Operations may be brought to the notice of the Harbour Master immediately after the incident.
- (ix) All workmen shall comply with all lawful instructions from the Harbour Master or the Officer duly authorized by him.
- (x) The security of the above personnel will be the responsibility of the Contractor.
- (xi) The Contractor shall provide and maintain an office at Paradip for accommodation of his agent and staff and such office shall be opened at all reasonable hours to receive instructions, notices or other communications.
- (xii) To carryout above works, the contractor shall have to supply 03 nos. of skilled workers, 365 days in a year under scheduled Employment as circulated by Government of India, Ministry of Labour, New Delhi. These workers will be paid minimum wages under the aforesaid category as circulated by Government of India, Ministry of Labour, New Delhi from time to time. Besides this, the workers are also entitled for statutory provisions like ESI, EPF and Bonus. The other fringe benefits like providing Personal Protective Equipment (PPE) to each worker on yearly, Personal Insurance @ Rs.100/- per worker per month and Fees of Port Entry Pass @ Rs.200/- per worker per month or @ applicable rate. The Contractor shall ensure that in case of absence / leave by any of his workers, the same shall be replaced by an equally competent worker otherwise, amount shall be deducted from the Contractor's Bills on pro-rata basis.

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In addition to minimum wages, EPF, ESI & Bonus, you have to extend statutory benefits to the workers engaged by you as follows in accordance with Administrative Department's Circular Nos. AD/IR-04/2018/2077 dtd.28/06/2019 & AD/IR-04/2018/194 dtd.23/01/2024 this will be reimbursed on submission of documentary evidence:

Sl. No.	Benefits	Amount per Month
1.	Canteen Allowance	Rs.2,080/- Per Month
2.	Washing Allowance	Rs.1,560/- Per month
3.	Transport Allowance	Rs.1,170/- Per month
4.	Welfare Allowance	Rs.1,560/- Per month
5.	Leave Wages	One Day wages for every twenty days of work performed during the previous calendar year (Every worker who has worked for a period of 240 days or more during a calendar year shall be allowed during the subsequent calendar year).
6.	Retrenchment	Retrenchment compensation will be paid as per law at the time of retrenchment. Retrenchment Compensation which shall be equivalent to fifteen days average pay (for every completed year of continuous service) or any part thereof in excess of six months.
7.	EPF, ESI and Bonus	As applicable from time to time
8.	PPEs and Uniform	PPEs and Uniform will be as per the prevailing norms, which shall be reimbursed as per the existing rates (as per details mentioned under Sl. No. t of Scope of Work).
9.	Insurance Coverage	(i) Natural Death insurance coverage of Rs.5.00 Lakh for each worker and the premium will be Rs.1,500/- per annum (approx.) per worker. (ii) Accidental insurance coverage of Rs.10.00 Lakh for each worker and the premium will be Rs.350/- per annum (approx.) per worker.

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Sl. No.	Benefits	Amount per Month
10.	Biometric Attendance	If required and asked for by the Department, biometric attendance for all such contract worker should be ensured by the respective contractors through their own mechanism.

(xiii) The Contractor must pay the wages to the worker in the form of a/c payee cheque or e-transfer to their accounts.

**10. RESOLUTION OF DISPUTE:**

The Board and you shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them in connection with the contract. However, in case of failure of negotiation, the matter shall be referred to Conciliation Committee as per Circular No. AD/LEO/122-02/2012/2242 Dt.15/09/2020 of Secretary, PPT. Neither party shall have the right to commence Arbitration to resolve any dispute. All such disputes which could not be settled are subject to the jurisdiction of Courts at Kujang, Jagatsinghpur District OR Honourable High Court of Odisha, Cuttack.

In addition to the above, all other Terms & Conditions of original tender document remain valid for this work order.

You are requested to acknowledge receipt and acceptance of the above work order and arrange signing of the agreement at the earliest.

This has got the e-concurrence of F & A Department on dtd.29/02/2024 & e-approval of Dy. Chairman, PPA on dtd.04/03/2024.

Yours faithfully,

Harbour Master,

Paradip Port Authority

**Copy to:**

- 1) FA & CAO, PPA / CVO, PPA / Commandant, CISF Unit, PPA.
- 2) PA to DC, PPA for kind information of DC, PPA.
- 3) The Communication Officer, PSS, PPA. He is directed to keep the attendance of workmen engaged by the firm and sign the Work Done Certificate.
- 4) The LEO (Central), Paradip.
- 5) Bill Section / Office Order Guard File, PPA – for information.