

Check List - II

Checklist of documents / information to be submitted while filing the proposal for determination of Reference Tariff following 2008 guidelines

Sr. No.	Particulars	TICK
(i).	Highlights of the proposal.	
(ii).	Copy of Feasibility Report.	
(iii).	Physical features of facility to be developed on PPP basis.	
(iv).	(a). Reasons for not adopting highest upfront tariff fixed by the Authority under 2008 guidelines in its own Port or any other Major Port Trusts.	
	(b). Detailed and sufficient justification for filing a proposal under 2008 guidelines.	
(v).	(a). Norms prescribed in the guidelines vis-à-vis deviation, if any, proposed there from along with justification and reasons for each of the deviations made from the prescribed norms.	
	(b). Basis for each of the parameters adopted in the upfront tariff calculation, if they are different from the norms prescribed.	
(vi).	(a). Optimal Terminal Capacity calculation:	
	(1). Optimal Quay Capacity Calculation.	
	(i). Basis of share of cargo / vessel assumed in capacity calculation.	
	(ii). If handling rates assumed in the quay capacity calculation are different from the norms prescribed, then the reasons for deviation and basis thereof.	
	(2). Optimal Yard Capacity (wherever applicable as per the guidelines)	
	(i). (a). Total area proposed to be allotted by the port (in Sq. mtrs.).	
	(b). Area of the yard proposed to be made available by the	

	port for development of the stacking yard (in Sq. mtrs.).	
	(ii). If other parameters viz. stacking factor, ground slots, turnover ratio, etc., assumed in the yard capacity calculation are different from the norms prescribed, then the reasons for deviation and basis thereof.	
	(b). Capital Cost Estimation:	
	(i). Detailed breakup of civil cost, equipment cost and plant and machinery cost, etc., along with unit rate, number of equipments, etc.	
	(ii). Period to which the unit rate of civil and equipment cost pertains.	
	(iii). Documentary support of the capital estimates in the form of rate analysis, budgetary quotations, etc.	
	(c). Estimation of Operating Cost (as per norms prescribed in the guidelines):	
	(i). Calculation of depreciation. (Straight Line Method as per the depreciation rate prescribed in the Companies Act)	
	(ii). Computation of Lease Rental as per the prevailing rates giving references to the unit rates prescribed in the existing Scale of Rates.	
	(iii). Recent copy of bill to substantiate unit rate of power and fuel cost.	
	(d). Estimation of Annual Revenue Requirement:	
	(i). From Cargo handling Service (along with apportionment of the Annual Revenue Requirement to major tariff groups as per the norms prescribed in the guidelines).	
	(ii). From Berth hire service.	
(vii).	Calculation showing unit tariff to meet the Estimated Revenue Requirement	

	from each tariff items	
	<p>(a). Handling Charge - Statement showing calculation of handling rates for different cargo items, if the productivity level of cargo items are different.</p> <p>Share of cargo in terms of foreign and coastal showing calculations for proposed concessional coastal rates.</p>	
	<p>(b). Storage Charge – Calculation showing unit rate of storage charge proposed giving details of capacity of cargo likely to attract storage charge beyond the free period proposed.</p>	
	<p>(c). Miscellaneous Charge – Computation of Unit Rate to meet the estimated Revenue requirement from this service.</p>	
	<p>(d). Statement showing calculation of upfront berth hire, if proposed.</p> <p>Share of vessels in terms of foreign and coastal showing calculations for proposed concessional coastal rates.</p>	
(viii).	Proposed Reference Tariff Scale of Rates along with conditions for providing the services.	
(ix).	<p>Proposed Performance Standards</p> <p>(Note: The cargo description for the Performance Standards should match with the cargo description for which Reference Tariff is proposed. The Performance Standards should not be lower than the output (handling) rate considered in the optimal quay capacity calculation of the PPP project.)</p>	
(x).	Copy of the approval of the Board of Trustees of the Port Trust approving the Reference Tariff proposal.	
(xi).	<p>List of users / short listed bidders or prospective applicants to be consulted with contact details viz. address, telephone number, fax and email.</p> <p>(Note: In case, any bidder in the list is foreign based, then the contact details of Indian firm representing them to be furnished.)</p>	
(xii).	Any other relevant information.	
(xiii).	Soft copy of the entire Reference Tariff proposal along with the proposed Scale of Rates.	

Note: The cells which are not applicable may be marked as N.A.