



*Think Container Think CONCOR*  
(निगमित कार्यालय)

**Domestic Policy Circular No.1/2018**

न. कॉन /आंतरिक /कमर्सियल पालसी /2018 /

दिनांक 14.03.2018

**विषय : Policy guidelines for Collection of Indent Registration Fees at our terminals for DSO containers.**

- 1) An amount of Rs. 1200/- per TEU will be charged as Indent Fee at our terminals.
- 2) BA's who are maintaining CPD account is not required to pay the indent fee of Rs. 1200/- per TEU. However, in case of any forfeiture, as per policy, same amount will be deducted from their CPD account.
- 2A) Indent fee of Rs.1200/- per TEU to Government Agencies like FCI, MMTC, BDL, NFC etc. shall be exempted by Region subject to CONCOR having some sort of agreement with the Government Agencies.
- 3) The indent charges collected shall be adjusted against the freight at the time of booking.
- 4) The indent charges shall be forfeited in case Indenter cancels or withdraws the indent within seven days of indent date in a terminal.
- 5) Change of destination in Indent may be permitted by the Terminal Manager (not below the rank of E3)/ Region for the terminal/region wherein the indent is placed by the customer subject to the following :-
  - o Movement is operationally & commercially feasible.
  - o Priority of other customers is not affected.
  - o No additional cost is incurred.

  
(ए. वासुदेवन राव)

कार्यकारी निदेशक (आंत. एवं वाणिज्य)

**सभी क्षेत्रीय प्रमुख**

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**Domestic Policy Circular No.2/2018**

न. कॉन /आंतरिक /कमर्सियल पालसी /2018 /

दिनांक 14.03.2018

**विषय :** Policy guidelines on Free time for terminal stuffing/de-stuffing/factory stuffing/de-stuffing on private trailers and levy of Terminal Service Charges on DSO containers.

1. For outward/inward traffic, the free time for terminal stuffing/de-stuffing and factory de-stuffing on private trailers and booking/handing over of empty containers to CONCOR shall be fixed as per the following proposed graded free time slabs:

No. of teus in one lot of a customer	Proposed free time
Upto 10 TEUs	Day of allotment*/unloading** + 2 working days
From 11 to upto 20 TEUs	Day of allotment*/unloading** + 3 working days
From 21 to upto 30 TEUs	Day of allotment*/unloading** + 4 working days
From 31 to upto 40 TEUs	Day of allotment*/unloading** + 5 working days
From 41 to upto 50 TEUs	Day of allotment*/unloading** + 6 working days
Above 50 TEUs	Day of allotment*/unloading** + 7 working days

\* Day of allotment of empty containers

\*\* Day of unloading of inward loaded containers from the wagon in the terminal.

- Free time over & above can be given as special case looking into specific market requirement/competition etc with the approval of CO.

2. Business Associates/Customers should ensure pick up of allotted empty containers (irrespective of the number of containers mentioned in the indent placed) for loading/factory stuffing on private trailers within the following graded free time slab.

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<b>No. of teus allotted in a day</b>	<b>Proposed free time</b>
Upto 10 teus	Day of allotment + 2 calendar days
From 11 to upto 20 teus	Day of allotment + 3 calendar days
From 21 to upto 30 teus	Day of allotment + 4 calendar days
From 31 to upto 40 teus	Day of allotment + 5 calendar days
From 41 to upto 50 teus	Day of allotment + 6 calendar days
Above 50 teus	Day of allotment + 7 calendar days

In case terminal stuffing/pick up of allotted empty container is not commenced within the applicable free time, then after a grace period [extra time period equivalent to no of free days specified as per the above table(s)] their allotment should be treated as cancelled and their indent registration fee shall stand forfeited.

The grace period stand for consideration of forfeiture only. However due TSC will be applicable after free time.

3. Free time of 48 hours will be allowed (from gate out to gate in) for the purpose of factory stuffing/destuffing on private trailers beyond which applicable container detention charges will be recovered from the customer.
- 3A. In case empty container has been picked up by customer for factory stuffing but due to any reason, empty container is returned to the terminal, then no free time of 48 hours will be considered and in addition to indent forfeiture charges, all applicable THC, TSC shall be applicable.
4. For door/factory stuffed containers on private trailers, submission of forwarding note along with other documents to CONCOR for booking of container is to be done within the above time frame as per clause 3.
5. Terminal Service Charges as applicable at the terminal shall be recoverable beyond the free time mentioned in paras 1, 2 and 4 above.
6. In case of inward arrivals booked for door/factory de-stuffing on CONCOR trailers, the consignees will be permitted a free time of one working day, excluding day of arrival, for taking book delivery where after it will be CONCOR's responsibility to deliver containers at the premise nominated by them at the rate of at least 10 TEUs per day per consignee or as per the Transport Contract Capacity of RTO. In case any consignee wants lesser number of containers to be sent on any particular day or is not taking delivery of at least 10 TEUs per day, then he will be charged TSC as applicable at the terminal.

No TSC will be charged to the customer in case CONCOR is not able to send the containers.

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Notwithstanding above, Terminal Manager will maintain records for actual availability and distribution of transportation services at the terminal as per the contract entered with RTO.

7. Container detention charges would also be recoverable when the same are detained beyond permissible free time for stuffing/de-stuffing at door/factory/premises of the customer on CONCOR as well as on Private Trailer.

The slab based structure of the charges will be as follows:

No. of days beyond free time	Charges per Teu per day or part thereof
1 to 5 days	Rs. 250/-
6 to 10 days	Rs. 500/-
11th day onwards	Rs. 1000/-

- Charges for FEU will be 1.8 times of TEU charges.
- 22' container will be considered as one TEU.

If a container is not returned even after 15 days, CONCOR will be free to forfeit the BG and Security Deposit without compromising its right to lodge any claim resulting from non-return of the container.

In addition to container detention charge, vehicle detention charges for undue detention to vehicles will also be recoverable when the container is sent on CONCOR account, as per provisions contained in individual road transportation contracts for the terminal.

  
(ए. वासुदेवन राव)

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**Domestic Policy Circular No.3/2018**

न. कॉन /आंतरिक /कमर्सियल पालसी /2018 /

दिनांक 14.03.2018

**विषय : Policy guidelines for allotment of empty containers booked under Composite Rate scheme.**

Composite Rate is issued to a Party booking a full rake for two or more streams. The streams can be in the following two forms:

For example:

**Stream 1:** TPSK (A)-AKV (B)-ICDS(C)-SHM (D) in which A to B is 1st leg (loaded), B to C is empty leg and C to D is 2nd leg (loaded).

Or

**Stream 2:** GKL (A)- ICDS (B)- SHM (C) in which A to B is 1st leg (loaded) and B to C is 2nd leg (loaded).

- a) Party will submit composite indent for 80/90 TEUs at A along with applicable indent fees of the 1st loaded leg. For second loaded leg movement, this will be treated as deemed indent and A will ensure that the information is passed to other concerned terminals on the same day when the loading is completed for 1st leg.
- b) Party will pay complete circuit freight at A for 1st loaded leg along with CH-CH charges for 2nd loaded leg. The amount collected for 2nd loaded leg will be under hold amount in CPDA and this hold amount will be used by the intermediate terminal(C in case of Stream 1 and B in case of Stream 2) at the time of booking of containers for 2nd loaded leg.
- c) Party should reconfirm & submit a copy of composite indent for 2nd loaded leg within three (3) working days at the intermediate terminal(C in case of Stream 1 and B in case of Stream 2) from the date of completion of the booking of the 1st leg at A. In case customer wants to change the stream of the 2 nd loaded leg, then customer can be permitted to do so subject to fulfilling of the following conditions:

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- i) Revised indent for 2nd loaded leg is placed at the intermediate terminal(C in case of Stream 1 and B in case of Stream 2) within the above stipulated time.
- ii) Movement is operationally & commercially feasible for the requested 2nd loaded leg.
- iii) The requested stream should have the approval in composite scheme.
- d) As this movement is booked under the composite scheme, A B & C have to communicate respectively to next involved terminal about arrival & dispatch of rake/containers etc. in due time.
- e) Party may be allotted empty containers in advance if containers are available at the intermediate terminal(C in case of Stream 1 and B in case of Stream 2) for 2nd loaded leg, equivalent to the number of containers booked by the customer in the 1st leg. In case no empties are available at the intermediate terminal(C in case of Stream 1 and B in case of Stream 2), allotment of containers will be done immediately on arrival of inward loaded containers.
- f) On the basis of the containers allotted to the customer in a day, containers are to be picked/ stuffed by the customer within the stipulated free time else TSC will be levied as per extant rules.
- g) In case of Stream 1: After arrival of the inward loaded rake at B, if the customer is not able to complete the destuffing of the 1st leg containers at B and stuffing of the containers meant for the 2nd loaded leg stream at C within the applicable free time, then after a grace period of 3 working days ,CONCOR reserves the right to cancel the 2nd loaded leg & forfeit the indent fee from the hold amount and apply single leg rate for 1st loaded leg and releasing the balance amount to the customer.

In case of Stream 2: After arrival of the inward loaded rake at B, if the customer is not able to complete the destuffing/stuffing of the containers within the applicable free time, then after a grace period of 3 working days, CONCOR reserves the right to cancel the 2nd loaded leg & forfeit the indent fee from the hold amount and apply single leg rate for 1st loaded leg and releasing the balance amount to the customer.

A grace period of 3 working days stand for consideration of forfeiture only. However due TSC will be applicable after free time.

- h) To expedite train formation, CONCOR reserves the right to distribute empty containers available from 1st leg movement for 2nd leg amongst parties who have submitted indent for a common destination. In such cases the balance containers will be allotted as and when they are available.

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- i) The free time for outward booking and delivery of inward loaded containers will be as per the extent free time policy/ approved by the competent authority, beyond which TSC will be levied as per prevailing tariff at said terminals.
- j) It is not necessary that only containers received under 1st leg train will be allotted to Party for second leg. If sufficient number of empty containers are available at the Terminal, then allotment of 2nd leg may be done equivalent to number of loaded containers booked by them under 1st leg stream. This means that same size / type or other available type/size of containers booked by Party under 1st leg can be allotted for 2nd leg.
- k) In case Party decides to withdraw/cancel the 2nd leg movement of composite stream after completion of 1st leg, then Party should advise CONCOR. In case of withdrawal /cancellation of second leg, Party will have to pay freight rate applicable for 1st loaded single leg and indent fee for second leg will be forfeited from his withhold amount.

  
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**Domestic Policy Circular No.4/2018**

न. कॉन् /आंतरिक /कमर्सियल पालसी /2018 /

दिनांक 14.03.2018

**विषय : Policy guidelines for permitting Road Transportation of DSO Containers for Factory Stuffing/Destuffing on Private vehicles.**

All registered BA's of CONCOR are permitted to avail Road Transportation of DSO Containers for Factory Stuffing/Destuffing on Private vehicles.

Other than BA's, the parties seeking such permission are divided into following three categories:-

1. Regular parties operating at more than one Terminal.
2. Regular parties operating at one Terminal only.
3. One time parties asking for permission on a case-to-case basis.

The parties will be obliged to submit the following at the time of applying for permission:

- a) Bank Guarantee
- b) Cash Deposit in the form of DD/RTGS/NEFT/POS
- c) Indemnity Bond with undertaking to indemnify CONCOR on risk and responsibility under MV Act 1988

1. **Regular parties operating at more than one Terminal:** The regular parties who are operating at more than one terminal at any given time, viz., Freight Forwarders etc., will have to give a Bank Guarantee of Rs.10 Lakhs for minimum validity of 1 year period. The BG can be accepted at any of our Regional Offices and they can be issued a general permission by the concerned Regional Head, which will be valid on all India basis. As this BG will be for Pan India basis, hence after acceptance of the BG and after due verifications, necessary updations of BG may be done in DTMS by the concerned Region/Terminal and a scanned copy of the BG with other supporting documents may be sent to CO/DTMS for necessary linkage with all terminals.
2. **Regular Parties Operating at one Terminal only:** The regular parties who are operating at only one terminal (local parties – consignor/consignee etc.) will have to give a Bank Guarantee of Rs.5 Lakhs with minimum validity of 1 year period. The BG will be accepted at respective RO/Terminal level and they will be given the permission by the respective Regional Head.

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3. **One time parties asking for permission on a case-to-case basis:** These parties can be asked to give a BG of Rs.2.5 Lakhs with a minimum validity of 1 month period or cash deposit of equivalent amount as Security Deposit, against which a maximum of 2 TEUs will be allowed to be taken away from terminal at any given point of time (to cover the cost of the container).The BG will be accepted at RO/Terminal level and the respective Regional Head/Terminal Manager will give them the permission.
4. **Surcharge:** The parties are required to pay a per TEU surcharge for private transportation on all such containers which are transported by them which will be as per tariff published subject to Minimum of Rs.500/- per TEU (irrespective of weight slab).Region will fix the surcharge for each terminal under their jurisdiction depending upon the local conditions.
5. **Conversion charges:** The parties will be allowed to book containers either on Terminal Delivery or Door Delivery basis. In case, after book delivery of a container, customer requests for change of service mode at the destination, then a conversion charge of Rs. 300/- per container will be charged along with all other applicable charges meant for changed service mode.  
  
In case, the request of change of service mode is made before or at the time of book delivery, then no conversion charge will be charged.  
  
No additional benefit of free time will be given on account of conversion from Terminal to Door Delivery mode or vice versa. The applicable free time to the party will be as per the final mode of delivery and will be counted from the date of unloading of such containers.
6. **Equipment Interchange Report (EIR) :** To fix responsibility of damages to containers, if any, occurring while it is in custody of the party for road movements on private trailers, the Terminal Manager will ensure that proper EIR is prepared and signed at both stages i.e. gate-out & gate-in, to ascertain any damage to containers and fix the responsibility thereon.
7. **Container Repair:** In case any container is found in damaged condition on return, the onus of getting it repaired will be on the party. However, the repair will be undertaken by CONCOR and the repair cost will be debited to/recovered from the PDA in case of regular party or the security deposit in case of one time party.

  
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