

Sub.: Transportation charges

Delivery van is being used to deliver small items from suppliers to each site. Large quantities of material like steel, tiles, wooden frames, grills, etc., is being delivered by supplier using through their transporter. There have been frequent complaints about delivery van not available for transferring of materials from one site to another. Sometimes transferring material from one site to another site entails several trips which in turn disrupts the daily schedule of the delivery van.

To correct the situation for transfer of material weighing more than one ton like tiles, steel, cement, MDF boards, etc., hire services of DCM (light commercial vehicles). Purchase has identified some owners of vehicles which shall be sent to all sites from time to time.

Guideline for hiring light commercial vehicles

1. Try to use regular service providers wherever possible.
2. Vehicles are allowed to move in the city between 10 pm to 7 am and 11.30 am to 3.30 pm. Therefore, ensure that the vehicle is parked outside our site between 10 pm and 7 am. Delivery can be made between 11.30 am and 3.30 pm.
3. Project managers who have to receive material from other sites shall be responsible for making arrangements for transport and labour.
4. Transport charges and labour charges to be paid from sites receiving the material.
5. Recommended rates for transport charges –

Transportation from cherlapally	Transportation from Ranigunj
Rs. 2,800/- upto 10 kms radius	Rs. 2,000/- upto 10km radius
Rs. 500/- extra upto 25 kms	Rs. 500/- extra upto 25 kms
Rs. 800/- extra upto 50 kms	Rs. 900/- extra upto 50 kms
Rs. 1,300/- extra upto 100 kms	Rs. 1,500/- extra upto 100 kms
Rs. 250/- driver Batta	Rs. 200/- driver batta

Calculation of no. of kilo meters shall be as follows: Only where required pay the per km charge from vehicle owners residence to pick up sites to delivery sites and back to vehicle owners residence. For projects in heart of city pay from pick up site to delivery site and only if required back to pick up site.

6. Labour must be arranged a day in advance in job work basis for both loading and unloading.
7. For 2 or 3 months pay transport charges by cash, thereafter payment can be made by cheque to regular service providers.
8. In case of not following the restriction of no entry a challan of Rs. 650/- to Rs. 1,000/- will be levied on the service provider. Therefore, ensure that timings are strictly followed.
9. Purchase assistant or site supervisor must accompany the vehicle for transfer of goods. Challans and incidental expenses to be paid by purchase assistant / site supervisor.
10. Currently, we have tied up with 2 persons. They are:
 - a. Ravi from Cherlapally, mobile : 9440585880
 - b. Jajangir Ranigunj, mobile: 9247215536 (pay only Rs. 200/- as driver batta).