

DISPATCH & PORT OPERATION DIVISION

Standard Operating Procedures

- 1) Scrutiny of **Shipment Terms** Of import / export tender(s) at draft stage.
- 2) Scrutiny of L/C amendments, if any, received from the respective Divisions.
- 3) Chartering of Vessels in import and export (FOB basis)
- 4) Appointment of Pre-Shipment Inspection Agency ('PSIA').
- 5) Acceptance of vessels, nominated by the suppliers (CIF and C&F Basis).
- 6) Nomination / Declaration of Discharge Port.
- 7) Appointment of Shipping Agent on each vessel.
- 8) Appointment of Surveyor on each vessel through tender.
- 9) Appointment of Stevedore / Cargo Handling Agent.
- 10) Appointment of Clearing & Forwarding Agent on each vessel.
- 11) Appointment of Transporters, if required.
- 12) Arrangements for payment of duties/taxes to the Port, Customs, and Excise Authorities.
- 13) Arrangements for provision of packing material at Port (for urea *through NFML*).
- 14) Arrangements for speedy loading / discharge from the vessel.
- 15) Arrangements for speedy lifting/dispatch of cargo from Port.
- 16) Settlement of Demurrage / Dispatch Claim with suppliers / ship-owners.
- 17) Periodical pre-qualification of stake holders (i.e. PSI, Shipping agents, clearing agent, surveyors etc).
- 18) Replies to relevant audit paras and coordination with nominated inquiry officers.
- 19) Replies in connection with all Court Cases.

Details at Annex-A

FUNCTIONS / DUTIES OF THE POD

1. Scrutiny of Import Tender(s) at draft stage.

The division shall examine and scrutinize the shipment and port operational clauses of draft tender received from Imports Division.

2. Scrutiny of L/C amendments, if any, received from the respective Divisions.

The Division shall facilitate other Divisions of the Corporation, in shipping related L/C amendments.

3. Chartering of Vessels.

In case of export of commodity on FOB basis, the division shall initiate prompt action to arrange chartering of the vessel (presently through PNSC). Similarly, in case of import on FOB chartering of vessels can be made, subject to the directions of the competent authority.

4. Appointment of Pre-Shipment Inspection Agency ('PSIA')

For each import and export contract, the division shall nominate a Pre-shipment Inspection Agency from its panel, to carry out inspection of the goods in accordance with the international standard terms and conditions of the relevant contract.

5. Acceptance of vessels, nominated by the suppliers.

In case where import contract have been concluded on C&F /CIF basis, the Division shall examine particulars of vessels, nominated by the suppliers, keeping in view the operational and tender's requirements.

6. Declaration / Nomination of Discharge Port

Discharge Port (i.e. Gwadar Port / Karachi Port / Port Bin Qasim) for each vessel shall be declared per operational suitability and expected arrival of upcoming vessels, in order to achieve smooth berthing and discharging of the vessel within the free time allowed.

7. Appointment of Shipping Agent

For every arriving vessel, POD shall appoint a Shipping Agent from its panel, well before arrival of vessel at discharge Port, in order to liaison with the Port Authorities, Master of the vessel and to safeguard the interest of the Corporation.

8. Appointment of Surveyors

For every arriving vessel, POD shall appoint a Surveyor from its panel, well before arrival of vessel at discharge Port, in order to carry out the survey of the Vessel, Cargo, Handling operation etc. and to keep an eye on the activities of stevedore and other stake holders. Surveyors are also responsible to check quality & quantity of imported cargo.

9. Appointment of Stevedore / Cargo Handling Agent

For every arriving vessel, POD shall appoint a Stevedore, in order to handle the cargo (unloading from vessels and loading into trucks / wagons etc). The Stevedores are to be appointed in accordance with PPRA Rules.

10. Appointment of Clearing & Forwarding Agent

For every arriving vessel, POD shall appoint a Clearing and Forwarding Agent from its panel to clear/release the cargo from, Port, Customs and other government authorities along with maintaining daily lifting / dispatch figures of cargoes.

11. Arrangements for provision of packing material at Port (for urea through NFML).

All imported bulk consignments (i.e. wheat, urea ect) are required to be packed in bags at discharge port. National Fertilizer Marketing Limited (NFML) is responsible to arrange the packing material.

material for imported urea whereas, for wheat and other commodities, the same shall be arranged by the recipient agencies / stakeholders. TCP shall ensure the timely availability of the packing material at the discharge port, to avoid any delay in discharging/un-loading.

12. Appointment of Transporters

Transportation of imported urea consignments is also the responsibility of NFML. However, in case of delayed lifting by NFML, TCP can appoint its transporters to lift the urea from ports upto the designated godowns of NFML. The charges shall, however, be borne by NFML.

For other commodities, TCP shall hire the services of enlisted transporters from its panel. Enlistment shall be made by inviting expression of Interest through open Tenders.

13. Arrangements for payment to the Port, Customs, and Excise Authorities

For every arriving vessel, POD shall arrange the payment of duties, taxes, wharf-age, storage and demurrage charges, if any, to the Customs, Port and Excise Departments, as per schedules/SROs announced by the Government.

14. Supervision of speedy discharge of cargo from the vessel

The Division shall ensure the rapid discharging of cargo from vessel, to avoid any vessel and port demurrages.

15. Arrangements for speedy lifting/dispatch of cargo from Port

The Division shall ensure the speedy dispatches / lifting of cargo (for urea through NFML) from Port to avoid port demurrage and storage charges.

16. Lodging of Dispatch Claim

The Division shall lodge a dispatch claim against the supplier / ship-owner on account of time saved through speedy discharging of cargo from the vessel.

17. Periodical pre-qualification of stake holders (i.e. PSI, Shipping agents, clearing agent, surveyors, Transporters etc).

The Division shall devise a plan for periodical pre-qualification of stake holders, which include the Pre-shipment inspection agencies, Shipping Agents, Clearing Agents, Surveyors and Transporters etc.

18. Replies to relevant audit paras and coordination with nominated inquiry officers.

The Division shall promptly reply to all Audit Objection Memos, Draft and Regular Paras with the approval of the competent authority.

19. Replies in connection with all Court Cases.

The Division shall promptly reply to all Court Cases, Petitions and Plaints, with the approval of the competent authority.