

MUMBAI PORT TRUST
MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT
OIL PIPE LINE WADALA

OIL PIPELINE RELATED SERVICES

A. STEPS

1	Submission of Requisition	Format
2	Line up	--
3	Completion of Pipeline Transfer (PLT) Operation	--
4	Billing Procedure: i) Applicable charges for PLT Operation ii) Billing iii) Payment iv) Penalty	TAMP (SOR) Details of Tax applicable (Service Tax , TDS , Edu Cess, H.Edu. Cess etc.) NEFT TAMP (SOR)
5	Approving Authority	AEE / JE based on the availability of pipeline
6	Processing duration of application.	Immediate and subject to availability of the pipeline
7	Application scrutiny level	One AEE/ JE will examine the requirement , availability etc.

B. Frequently Asked Questions (FAQ)

Q.1. To whom and how to submit the requisition?

Ans. The requisition may be submitted in hard copy in MbPT's format directly to AEE/JE of OPL Wadala / PirPau. The requisition may also be submitted online by e-mail on (*oplpp@mbptmail.com*) or Fax 022-24129291.

Q.2 Who can avail of this facility ?

Ans. The existing Public Sector Oil company's refineries and their storage / marketing installations connected to this facility can only avail this facility viz; HPCL Wadala, HPCL Refinery at Pir Pau, BPCL Benzene, BPCL Refinery(MOT), IOCL Sewree-I, IOCL Sewree-II, IOCL Trombay & IOCL Wadala-II by raising a requisition for the PLT services in MbPT's format and whoever raises the requisition is called a requisitioner who will bear the responsibility of usage, safety and who will be billed the services rendered and who will make the payment to MbPT by electronic transfer only failing which by cheque to avoid any delayed payment penalty.

Q.3 What is Line-up ?

Ans. The period between the actual receipt of intimation through telephone / fax from the requisitioner i.e. the Oil company's refineries and their storage / marketing installations as indicated above, and handling over of line to the requisitioner by Mb.P.T. for transfer of cargo (liquid fuel) is called line up. Presently this line up time is considered to be maximum 35 min.

Q.4. Which product can be handled through the pipe lines ?

Ans. The cargo like Motor Sprit (M.S), Aviation Turbine Fuel (ATF), High Speed Diesel (HSD), Superior Kerosene Oil (SKO) and Black oil can be handled through this pipe line.

Q.5. How to make Payment of PLT Charges ?

Ans. Mb.P.T. will raise billing advice only on the requisitioner after completion of PLT operations. The payment shall be made within 10 days from the date of bill by the billed requisitioner. The payment can be made through NEFT, the details of which is available in the Cash Office of FA & CAO, Port House, Mumbai Port Trust, S.V.Road, Ballard Estate, Mumbai-400001

Q.6. Is there any penalty for the delayed payment?

Ans. Yes,
The delay in payments by user will be counted beyond 10 days after the date of raising of bills as per TAMP guidelines.

**MbPT's FORMAT FOR REQUISITION OF PLT SERVICES TO BE
REQUISITIONED BY THE REQUISITIONER**

(ON COMPANY'S LETTER HEAD)

Requisition No. _____

Date . _____

To,
The Asstt. Executive Engineer (M),
Oil Pipe Line(OPL) Wadala/Pir Pau,
Mumbai Port Trust, 1st Floor,
OPL Combined Bldg.,
Near Godrej Veg Oil,
Wadala (East), Mumbai- 400 037.
Tel.No. 022- 66567521/22/19
022- 24129291/92

Dear Sir,

**Sub : Request for line-up on _____ (date) at
_____ hrs for _____ (HSD/SKO/BLACK OIL/FLUSHING).**

FROM	TO	QUANTITY IN MT	PRODUCT GRADE	LINE

Thanking you,

Yours truly

SIGNATURE

FOR MUMBAI PORT TRUST USE

Final Ok Date/Time : _____ / _____

Stop (Handing over) Date/Time : _____ / _____

SWF Start Date/Time : _____ / _____

SWF Stop Date/Time : _____ / _____

Total Flushing Time : _____ HRS. _____ MIN.

Signature of Jr. Engineer : _____