

The SOP for disposal of uncleared/unclaimed cargo lying in the port premises is as under:

Sr. No.	Action to be taken	Time period
1	<b>Lot generation</b>	
	Allotment of Lot No. after generation of UC list (Uncleared Cargo List)	<ul style="list-style-type: none"> <li>• For Perishable &amp; Time Sensitive goods, Lot No. is generated immediately after UC list generation.</li> <li>• For Non-perishable - Lot No. is generated after 15<sup>th</sup> day of UC list generation</li> </ul>
2	<b>Request for Custom NOC</b>	
	Forwardal of U/C details to Customs to intimate as to whether identified uncleared/ unclaimed goods/cargo can be taken up for disposal through auction.	Immediately after generation of Lot No.
	<b>Confiscated &amp; Detained lots</b>	
	<p>Confiscated lots - The lots under Custom confiscation are referred to Customs for NOC for disposal or removal of lots to Customs Warehouse on noting lien on Port Authority charges.</p> <p>Detained lots - The lots under Custom detention are referred to Customs for NOC for disposal.</p>	Monthly follow up is made with custom to expedite the matter.
	<b>Police and Court action</b>	
	Police and Court action – The lots under police and court action are referred to the respective offices to liaise with the concerned police station and update the status of court case.	
3	<b>Pre-sale formalities</b>	
i)	<p><b>First pre-sale Notice -</b></p> <p>Issuance of first pre-sale notice to Importer/ consignee/ vessel agent/ slot agent/CHB for clearance of the cargoes within 10 days from the receipt of the notice.</p>	<p>On receipt of reply from Custom</p> <p>OR</p> <p>After completion of 10 days from the date of forwardal of UC to Custom</p> <p><i>Whichever is earlier</i></p>

ii)	<b>Inventory/Valuation</b> Inventory of cargo is assigned to MbPA or Custom approved Govt. Valuer.	After expiry of pre-sale notice period <i>(10 days)</i>
	<b>Priority of Inventory/valuation</b>	
	<p>a) Perishable goods – eg. Meat, fish, poultry, animal, grains etc.</p> <p>b) Time sensitive goods – e.g. Products /items as chemical, drugs, pharmaceuticals, cosmetics etc. for which expiry date is mentioned.</p> <p>c) Non-Perishable goods – The inventory of goods lying in transit area such as Indira Dock, CFS, MOD is given priority over goods lying in EGD, Haji Bunder, Hay Bunder, New Sewree W/H etc.</p>	<p>For (a) and (b) – Within 02 days after handing over of Inventory sheet</p> <p>For (c), within 07 days after handing over Inventory sheet</p>
iii)	<b>Seeking NOC from Customs –</b> Forwardal of Final List of lots to be listed for Sale to Customs for seeking NOC within 15 days	Within 7 days drawing up of Inventory/Valuation
iv)	<b>Advertisement</b> - Advertisement in 4-5 local daily newspapers in English, Marathi, Hindi and Gujarati languages to attract the attention of Importer/Exporter.	<p>Immediately</p> <p>(On receipt of NOC from custom</p> <p>OR</p> <p>After expiry of NOC period <i>(15 days)</i></p> <p><i>Whichever is earlier.)</i></p>
v)	<b>Final pre-sale notice</b> - Issuance of final pre-sale notices to Importer/consignee/ vessel agent/ slot agent/CHB for clearance of the cargoes within 10 days from the date of issue of notice.	
vi)	Preparation of Sale list.	

4	<b>Uploading of sale list</b>	
	Final Sale List is forwarded to MSTC for uploading on MSTC portal and uploaded on MbPA website.	At least 10 days prior to date of Sale
	Withdrawal of lot from sale list	<p>i) After uploading sale list on MSTC portal, if Importer approaches for clearance of his lot, the lot is withdrawn from sale on payment of all Port Authority charges till the date of such payment plus further demurrage for one month.</p> <p>ii) Any intimation received from Customs regarding confiscation/detention of lot.</p> <p>iii) On administrative ground</p>
5	<b>Post sale formalities</b>	
i)	Bid sheet generation - e-Auctioneer MSTC Ltd. conducts the Sale on behalf of MbPA and Bid sheet is generated through MSTC portal.	On the same day of the Sale.
ii)	<p>For lots lying for more than a year</p> <p>Confirmation of sale –</p> <p>Intimation of confirmation of the sale and payment details</p> <p><b>For lots lying for less than a year -</b></p>	<p>a) On the next working day of the Sale for Lots Sold On the Spot.</p> <p>b) For lots sold Subject to Confirmation (STC) - on the same day of the respective MbPA Committee meeting.</p> <p>On the next day of confirmation of sale to MSTC to inform the same to bidders.</p> <p>The bid sheet will be forwarded to Customs for confirmation and after receipt of the same, result and payment details will be intimated to MSTC to inform the same to bidders.</p>

iii)	Receipt of sale price including GST - Receipt of sale price alongwith GST from Bidder for lots sold and confirmed.	10 working days from the next date of Intimation of confirmation of sale.
iv)	Lots for which No Bid is received or lots which are Rejected, such lots are taken up for re-listing.	In the Forthcoming Sale
v)	Preparation of Manual Bill of Entry	2 working days from receipt of full payment of sale price alongwith GST from Bidder.
vi)	Customs formalities for Manual Bills of Entry (a) Get Job No. from Customs (b) Assessment the cargo (c) Examine the cargo (d) Generation of Challan for payment of Custom duty (e) Payment of Customs duty (f) Getting out of charge	Approximate 15 days (Subject to completion of Customs formalities from different Groups of Customs Authorities).
vii)	Cancellation of sale and Refund to Bidder	(i) If Customs Out of Charge is not received within 30 calendar days, Bidder can apply for refund of sale price of the lot any time before Customs duty is paid.  (ii) If bidder applies for refund after Customs duty is paid, sale price + GST is forfeited and his application is not entertained.  (iii) If in any period during the sale till the clearance of the lot, if Importer approaches for delivery of lot, the sale of the said lot is cancelled and sale price is refunded to the bidder. Demurrage charges with one month extra charges are taken from importer to allow the delivery of the lot.

viii)	Issuance of delivery order to bidder.	Within 2 working days from the receipt of Customs Out of Charge Order subject to Audit Verification of Delivery Order.
ix)	Delivery of Lots	<p>(i) 15 working days from the date of issuing delivery order (without payment of Demurrage).</p> <p>(ii) If Bidder wishes to take delivery after 15 days then Demurrage as per SOR is applicable for additional days subject to permission of Competent Authority.</p>

**Note:** The sale auction price offered by the bidder is valid until confirmation/rejection by the MbPA committee for the particular sale.