



## **U.S. Consulate General Mumbai**

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# **STATEMENT OF WORK**

## **CLEARANCE EXPEDITOR/AGENT SERVICES**

### **FOR UNCLASSIFIED POUCH**

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# **1 OVERVIEW**

All goods imported/exported into and out of India passes through the procedure of customs for proper examination, appraisal, assessment and evaluation. The United States Consulate General in Mumbai is a diplomatic mission that sends and receives shipments regularly through the port of Mumbai. Shipments are generally, but not limited to, to/from the U.S. Diplomatic Pouch and mail (DPM) center in Washington, D.C. and the U.S. Embassy in New Delhi at an average of two times per week.

## **2 SCOPE**

The U.S. Consulate General in Mumbai is seeking an independent contractor to perform the duties of a Clearing Agency to expedite the clearance of inbound shipments associated with the U.S. Consulate General in Mumbai including transit of said shipments to and from the U.S. Consulate General compound.

## **3 CONTACT INFORMATION**

The following are contact information available to the Clearing Agency to properly conduct effective transactions.

- General Mailroom Distribution list

## **4 TASKS & DELIVERABLES**

### **4.1 REQUIREMENTS**

Contractor shall have the following qualifications,

- An accredited business licensed by the local authorities in said operating jurisdiction.
- Proper understanding of customs processes
- Minimum of 3 employees for coverage

### **4.2 SERVICES**

Diplomatic Pouch and Mail (DPM) center in Washington, D. C. sends shipments to post twice on Monday and Friday via an international flight carrier. AMEMBASSY New Delhi, sends shipments three times a week via domestic flight carrier. The specifics of the airline carrier and flight details will be communicated to the contractor on a regular basis. In case there is a holiday on these days then it arrives the next day.

### **4.3 DELIVERY SCHEDULE**

The following illustrates the expected duties/tasks performed in the flow of the shipment operations that the contractor is expected to support.

- Diplomatic pouch shipment arrives through international carrier flight in Mumbai.
- International carrier flight hand over the ground handling services to Cargo Services Center.
- Cargo Services Center receives all the pouches and hand over the pouches to Omega/Adani for storage in the warehouse after preparing the check list.

- Omega/Adani receives the pouches and stores them in their storage area and provides the location number to international carrier flight.
- Adani stores the pouches for 48 working hours without any extra charges. After 48 hours there will be a demurrage charges as applicable.
- Clearing Agent shall go to international carrier flight office to collect the delivery order (DO).
- After making the payment, Clearing Agent shall get the DO from the airlines.
- Once the payment is done, Clearing Agent shall confirm the shipment with flight carrier .
- After collecting the DO, Clearing Agent shall prepare the Bill of entry (BE)
- After preparing the BE, Clearing Agent shall go to customs office with the paperwork called bill of entry for registration.
- Clearing Agent shall go to the customs Appraiser for approval.
- Clearing Agent shall go to Adani for applying the forwarding slip.
- Clearing Agent shall make the payment for the warehouse charges.
- Clearing Agent shall go the Adani warehouse for checking the pouches for proper seal and pouch number with the ASN notification.
- Clearing Agent shall go to Customs Preventive Officer (PO) for inspection.
- Customs PO will check for the mark and number and diplomatic seal and the pink card issued to the Consulate representative to clear the diplomatic pouches.
- Clearing Agent shall go to Customs superintendent for pass out signature.
- Clearing Agent shall go to Adani for making the gate pass.
- Clearing Agent shall go to customs PO for check out signature.
- Clearing Agent shall go to the Adani manager for signature.
- Clearing Agent shall go to Adani security for loader number.
- Clearing Agent shall bring the pouches to delivery gate for delivery.
- At the gate the security will check for the Customs PO signature and Adani out for delivery signature.
- Clearing Agent shall check the AWB number on the pouch tags and counts the number of pouches before loading it on their truck for delivery to the U.S. Consulate General.
- Clearing Agent will deliver the Diplomatic Pouches to the U.S. Consulate General.
- Upon arrival at the U.S. Consulate General the Clearing Agent will verify the pouches with the U.S. Consulate General mailroom staff.
- After the delivery of the Diplomatic Pouches the Clearing agent will do the following to close the DO.
  - Clearing Agent shall go to the customs agent for a notary
  - The bill of entry will be entered in the EDI systems.
  - Clearing Agent shall go the EDI DC office in customs for notary approval.
  - Clearing Agent shall go to the customs appraising officer for signature.
  - Clearing Agent shall go to the PO for closing of bill of entry.

#### **4.4 ADJUSTMENTS & CHANGES**

In the case of changes to the process or prices due to legality or any exigent circumstances, Clearing Agent shall notify the Consulate Mailroom staff immediately to update detailed changes to the flow of the clearance operation.

## **DEFINITIONS & ACRONYMS**

DPM Diplomatic Pouch Mail

DO Delivery Order

AWB Airway Bill

BE Bill of Entry

PO Preventive Officer