Import Advisory To Avoid Penalty/ Demurrage

To allfaculty <allfaculty@circular.iitd.ac.in> 1 more... on 24.02.2022 11:30

From Dr Stores <drstores@admin.iitd.ac.in>

To allfaculty <allfaculty@circular.iitd.ac.in>, allstaff <allstaff@circular.iitd.ac.in>

Date Today 11:30

Dear All,

1. As most items being shipped by M/s FedEx for the Institute has attracted penalty/demurrage mainly due to change of shipping Mode from Courier to Cargo, delay in generating Master Airway Bill (MAWB) and poor logistics services of FedEx and Associates, it is advised to avoid the services of M/s FedEx

2. Import of research related items addressed to faculty/ students is to be avoided as the Institute KYC documents provided by SPS are not accepted by the concerned freight forwarders. Hence, to avoid penalty/ demurrage, all shipments are to be addressed as under:

   Asstt. Registrar
   Stores & Purchase Section
   Room No.AD-112
   Indian Institute of Technology Delhi
   Hauz Khas, New Delhi-110016
   (Attn: Prof/Dr.__________, Deptt/Centre:___________)

3. Whenever online purchases are made directly by researchers, Advance Information in Form SP-506 are to be submitted in SPS or copy sent to imports@admin.iitd.ac.in. Form SP-506 can be accessed at https://tinyurl.com/4e6p2vfk. With the information provided, SPS can arrange the papers required for custom clearance without delay.

Regards,

AR, Stores