



**TRAFFIC DEPARTMENT**

No.TD/DTM/OPN/GEN-05/2021-22/ 425

Date: 07.03.2025

**All Importers/Exporters,  
Paradip Port – 754 142.**

**Sub: Bank Guarantee (B.G.) – regarding.**

Dear Sir(s),

With reference to the Office Order No. TD/TM/GEN-201(PT-1)/240 dated 11.02.2025 and No. TD/TM/GEN-200/230 dated 10.02.2025 regarding 'Berthing Policy for vessels for the FY 2025-26 (w.e.f 01.04.2025 to 31.03.2026) along with Priority Berthing Scheme (PBS) for Dry Bulk Cargo at CB-1 & CB-2 of MCHP (including IOB of IOHP) and General Cargo Berth/ Conventional Berth' and 'Plot MGT Scheme for the FY 2025-26 (w.e.f 01.04.2025 to 31.03.2026)', concerned importers / exporters are required to furnish the Bank Guarantee in the attached proforma.

Further they may please note the followings:

- 1) The Bank Guarantee (BG) to be drawn in favour of 'Paradip Port Authority' and must be issued by a scheduled Bank. If the issuing Bank has a branch at Paradip, then it has to ensure that the BG can be encashed at Paradip only. In case the issuing Bank does not have a branch at Paradip, it has to ensure that the BG can be encashed at the nearest possible branch of the bank to Paradip. The issuing branch of the Bank must ensure that the BG is encashed immediately on invocation without any delay and demur. In encashing the BG, the Bank must strictly adhere to the RBI guidelines issued from time to time. The issuing branch of the Bank must clearly mention the complete address of the branch with IFSC code, where the BG can be encashed. The following receiver details must be mentioned in the B.G by the Party.

- I. Favour: Paradip Port Authority.
- II. IFSC: ICIC0000776.
- III. Branch: Paradip.

While issuing Bank Guarantee (BG), applicant must mention receiver's details as above in BG and in which SFMS IFIN 760 message is to be sent by the issuing Bank to establish the authenticity of given BG.

- 2) The original BG should be sent by the issuing branch of the Bank to the beneficiary directly under Registered Post/Speed Post/Courier cover with Acknowledgement. In exceptional cases only, where the BG is handed over to the customer for any genuine reasons, the issuing branch of the Bank should immediately send an unstamped duplicate copy of the BG by Registered Post/Speed Post/Courier to the beneficiary with a covering letter requesting the beneficiary to compare the original BG received from the customer and confirm that it is in order. Further, the validity of the BG should be 3 months from the date of expiry, i.e. up to 30.06.2026.
- 3) Importers/Exporters enrolled in the Priority Berthing Scheme will be required to submit only one Bank Guarantee for higher MGT quantity between Berth MGT and Plot MGT.
- 4) MGT Providers for Priority Berthing Scheme and Plot MGT shall have to submit undertaking as per the enclosed formats.
- 5) The applicants interested to enrol in the Priority Berthing Scheme for the financial year 2025-26 can avail the priority berthing on submission of required Bank Guarantee on or before 30.04.2025.

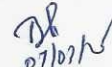
Yours faithfully,

Encl: BG proforma and  
Undertaking format

  
**TRAFFIC MANAGER  
PARADIP PORT AUTHORITY**

Copy to:

- 1) All officers of Traffic Department, PPA for information.
- 2) FA & CAO, PPA.
- 3) Import Section/Export Section/Plot Section/ Marine Section for information and necessary action.
- 4) Office order guard file.

  
07/03/25

To

The Traffic Manager,  
Paradip Port Authority  
Paradip – 754 142

Sub: No objection - reg.

Sir,

We, M/s. \_\_\_\_\_ are an allottee of \_\_\_\_\_ Sqm. storage plot / a participant in the Priority Berthing Scheme in Paradip Port. We have furnished Bank Guarantee amounting to Rs. \_\_\_\_\_/- (Rupees in words) towards Minimum Guaranteed Tonnage (MGT) as required vide Office Order No. TD/TM/GEN-200/ 230 dated 10.02.2025 & No. TD/TM/GEN-201 (PT-1)/240 dated 11.02.2025. We have no objection, if the Port would encash our Bank Guarantee, without further notice, to realise the equivalent wharfage amount in respect of the shortfall quantity, in case we fail to fulfil the MGT.

Yours sincerely,

To

The Traffic Manager,  
Paradip Port Authority  
Paradip – 754 142

Sub: No objection - reg.

Sir,

We, M/s. \_\_\_\_\_ are an allottee of \_\_\_\_\_ Sqm. storage plot in Paradip Port. We have furnished Bank Guarantee amounting to Rs. \_\_\_\_\_/- (Rupees in words) towards Minimum Guaranteed Tonnage (MGT) as required vide Office Order No TD/TM/GEN-200/ 230 dated 10.02.2025. We have no objection, if the Port would encash our Bank Guarantee, without further notice, to realise the equivalent wharfage amount in respect of the shortfall quantity, in case we fail to fulfil the MGT.

Yours sincerely,

PROFORMA BANK GUARANTEE FOR PLOT & BERTH MGT

To

Paradip Port Authority  
Paradip Port – 754142.

Bank Guarantee No. \_\_\_\_\_ . Amount of Guarantee \_\_\_\_\_

Date of Issue \_\_\_\_\_ Date of Expiry \_\_\_\_\_

Last Date of Lodgement of Claim : **(3 months from expiry of BG)**

1. We, \_\_\_\_\_ (Name of Bank) a scheduled bank having its registered office at \_\_\_\_\_ (Address) with Indian Financial System (IFSC No.....) and Branch at \_\_\_\_\_ (Address) (hereinafter referred to the Bank) at the request of M/s. \_\_\_\_\_ do hereby unconditionally and irrevocably undertake to offer Paradip Port Authority (PPA) an amount not exceeding Rs. \_\_\_\_\_ (Rupees in words) in respect of Minimum Guaranteed throughput (Plot MGT) for \_\_\_\_\_ Sqm. of siding plot and \_\_\_\_\_ Sqm. of non- siding plot as per office order No. TD/TM/GEN-200/230 dated 10.02.2025 & Minimum Guaranteed throughput of 03 Million Tonnes for all import/export dry bulk cargo in relation to Priority Berthing Scheme at GCB / 05 Million Tonnes for loading of Thermal Coal in relation to Priority Berthing Scheme at CB-1 & CB-2 of MCHP and IOB of IOHP as per office order No. TD/TM/GEN-201 (PT-1)/240 dated 11.02.2025.

The conditions under which the Bank Guarantee shall be encashed are as under:

- i) Failure to fulfil the MGT quantity in the specified period by the MGT providers for availing Priority Berthing Scheme during the year 2025-26 (from 01.04.2025 to 31.03.2026), the Port would encash the Bank Guarantee for the equivalent wharfage (in case of MGT provider for GCB)/ handling charges (in case of MGT provider for CB-1 & CB-2 of MCHP and IOB of IOHP) in respect of the shortfall quantity of the MGT.
  - ii) Failure to fulfil the Plot MGT required for storage of cargo within Port Prohibited area for the specified period by the MGT providers, the Port would encash the Bank Guarantee for the equivalent wharfage in respect of the shortfall quantity of the MGT.
2. The Bank hereby undertakes to pay the amount due and payable under this Guarantee without any delay and demur or protest, merely on a demand from PPA. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Bank Guarantee.
  3. The Bank undertakes to pay to the Beneficiary money so demanded notwithstanding any dispute or disputes raised by MGT provider(s) in any suit or proceeding pending before any Court or Tribunal relating thereto. Our liability under this present Guarantee being absolute and unequivocal. The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment there under. Our liability to pay is not dependent or conditional on the Beneficiary proceeding against the MGT provider(s).
  4. That, this Guarantee shall remain in force up to and including date 30.06.2026 and any demand in respect thereof should reach the Bank not later than such date.
  5. That, this Guarantee shall not be discharged by any change in the constitution of \_\_\_\_\_ (name of MGT provider) or of the Bank.
  6. That, this Guarantee shall be payable on submission of a request letter for revocation at \_\_\_\_\_ branch with Code No. \_\_\_\_\_ and IFSC No..... at Paradip and in case there is no branch at Paradip, then at a branch nearest to Paradip strictly following guidelines issued by RBI from time to time (The detail postal address of the branch of the Bank with IFSC code, where the B.G. can be encashed is to be mentioned).

- a) The liability of the Bank is restricted to maximum Rs. \_\_\_\_\_ (Rupees in words).
- b) That the Guarantee shall remain in force until 30.06.2026.
- c) The Bank is liable to pay the Guaranteed amount or part thereof under the Bank Guarantee if PPA serves upon the Bank a written claim or demand on or before 30.06.2026 ( i.e. three months from date of expiry of 31.03.2026).

7. The following receiver details must be mentioned in the B.G by the Party.

- I. Favour: Paradip Port Authority.
- II. IFSC: ICIC0000776.
- III. Branch: Paradip.

While issuing Bank Guarantee (BG), applicant must mention receiver's details as above in BG and in which SFMS IFIN 760 message is to be sent by the issuing Bank to establish the authenticity of given BG.

Dated, the \_\_\_\_\_ Day of \_\_\_\_\_ 2025.

(Signature of Authorized Person of the Bank)

Signature of Witness  
(name and address of Witness)

Name of Signatory & Designation with Seal and  
Seal of the Bank with Address.

PROFORMA BANK GUARANTEE FOR PLOT MGT

To

Paradip Port Authority  
Paradip Port – 754 142  
Jagatsinghpur, Odisha, India

Bank Guarantee No. \_\_\_\_\_ . Amount of Guarantee \_\_\_\_\_

Date of Issue \_\_\_\_\_ Date of Expiry \_\_\_\_\_

Last Date of Lodgement of Claim : **(3 months from expiry of BG)**

1. We, \_\_\_\_\_ (Name of Bank) a scheduled bank having its registered office at \_\_\_\_\_ (Address) with Indian Financial System (IFSC No.....) and branch at \_\_\_\_\_ (Address) (hereinafter referred to the Bank) at the request of M/s. \_\_\_\_\_ do hereby unconditionally and irrevocably undertake to offer Paradip Port Authority (PPA) an amount not exceeding Rs. \_\_\_\_\_ (Rupees in words) in respect of Minimum Guaranteed throughput (Plot MGT) for \_\_\_\_\_ Sqm. of siding plot and \_\_\_\_\_ Sqm. of non-siding plot as per office order No. TD/TM/GEN-200/ 230 dated 10.02.2025.

The conditions under which the Bank Guarantee shall be encashed are as under:

l) Failure to fulfil the Plot MGT required for storage of cargo within Port Prohibited area for the specified period by the MGT providers, the Port would encash the Bank Guarantee for the equivalent wharfage in respect of the shortfall quantity of the MGT.

2. The Bank hereby undertakes to pay the amount due and payable under this Guarantee without any delay and demur or protest, merely on a demand from PPA. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Bank Guarantee.

3. The Bank undertakes to pay to the Beneficiary money so demanded notwithstanding any dispute or disputes raised by MGT provider(s) in any suit or proceeding pending before any Court or Tribunal relating thereto. Our liability under this present Guarantee being absolute and unequivocal. The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment hereunder. Our liability to pay is not dependent or conditional on the Beneficiary proceeding against the MGT provider(s).

4. That, this Guarantee shall remain in force up to and including date 30.06.2026 and any demand in respect thereof should reach the Bank not later than such date.

5. That this Guarantee shall not be discharged by any change in the constitution of \_\_\_\_\_ (name of MGT provider) or of the Bank.

6. That, this Guarantee shall be payable on submission of a request letter for revocation at \_\_\_\_\_ branch with Code No. \_\_\_\_\_ and IFSC No.....at Paradip and in case there is no branch at Paradip, then at a branch nearest to Paradip strictly following guidelines issued by RBI from time to time (The detail postal address of the branch of the Bank with IFSC code, where the B.G. can be encashed is to be mentioned).

a) The liability of the Bank is restricted to maximum Rs. \_\_\_\_\_ (Rupees in words).

b) That the Guarantee shall remain in force until 30.06.2026.

c) The Bank is liable to pay the Guaranteed amount or part thereof under the Bank Guarantee if PPA serves upon the Bank a written claim or demand on or before 30.06.2026 ( i.e. three months from date of expiry of 31.03.2026).

7. The following receiver details must be mentioned in the B.G by the Party.

- I. Favour: Paradip Port Authority.
- II. IFSC: ICIC0000776.
- III. Branch: Paradip.

While issuing Bank Guarantee (BG), applicant must mention receiver's details as above in BG and in which SFMS IFIN 760 message is to be sent by the issuing Bank to establish the authenticity of given BG.

Dated, the \_\_\_\_\_ Day of \_\_\_\_\_ 2025

(Signature of Authorized Person of the Bank)

Signature of Witness  
(name and address of Witness)

Name of Signatory & Designation with Seal and  
Seal of the Bank with Address.