

## **PACKING, MARKING, SHIPPING AND DOCUMENTATION SPECIFICATIONS FOR IMPORTED MATERIAL (PMS/EIL/2)**

### **1. PACKING**

- 1.1. Packing shall be strong and sturdy such that it can withstand loading/unloading, pushing and crane lifting etc. All packaging shall be done in such a manner as to reduce volume and weight as much as possible without jeopardizing the safety of the material. All packing materials shall be new and unless otherwise specified, shall be of packer's standard for export shipments.
- 1.2. Fragile articles should have special packing materials depending on type of materials.
- 1.3. All soft and delicate surfaces on equipment/material should be carefully protected / painted with suitable coating and wrapped to prevent rusting and damage.
- 1.4. All mechanical and electrical equipment and other heavy articles should be securely fastened to the bottom of the case, to avoid damage.
- 1.5. All packages requiring handling by crane should have sufficient space at appropriate place to put sling of suitable dia (strength). Irons/steels angle should be provided at the place where sling markings are made to avoid damage to package/equipments while lifting.
- 1.6. All threaded fittings and pipes should be greased and provided with plastic caps.
- 1.7. Attachments and spare parts of equipments and all small pieces shall be packed separately in wooden cases with adequate protection inside the case and sent along with main equipment. Each item shall be tagged so as to identify it with the main equipment and part number and reference number shall be indicated.
- 1.8. All protrusions shall be suitably protected and openings shall be blocked by wooden/steel covers as may be required.
- 1.9. Wherever required equipments/materials shall be packed in polythene bags and silica gel or similar dehydrating compound shall be put inside the bags to protect them.
- 1.10. Detailed case wise packing list in water proof envelope shall be inserted in each package together with equipment/material. One copy of 'Detailed Packing List' shall be fastened outside of the package in waterproof envelope and covered by metal cover. In case of bigger dia pipes and large equipments, documents contained in the envelope shall be fastened inside a shell connection with an identifying arrow sign 'Documents' applied with indelible paint.

### **2. MARKING**

- 2.1. Each package shall be marked on three sides with proper paints/indelible waterproof ink as follows:

Purchaser:     Brahmaputra Cracker and Polymer Limited.  
                         Brahmaputra Petrochemical Complex Project  
Destination:

Purchase Order No.....  
Net Wt. ....Kgs. ....Gross Wt. ....Kgs  
Dimensions .....X .....X .....CM  
Package No. (S. No. of total packages) .....  
Seller's Name .....

- 2.2. Letters, figures, marks etc., used for marking shall be stencil printed. Handwriting should be avoided as far as possible. Size of letters shall be optimum for each package dimension.
- 2.3. In case of bundles or other packages wherever marking can not be stencilled the same shall be embossed on metal or similar tag and wired securely at minimum two convenient points and both ends shall be suitably protected/covered. In case of loose pipes sticker of above markings should be pasted on inner wall corner of each pipe on both sides.

### **3. SHIPMENT**

#### **3.1. BY SEA**

##### **FOR FOB CONTRACTS**

Shipping arrangements will be made by the Shipping Co-ordination Officer, Chartering Division, Ministry of Surface Transport, New Delhi through their forwarding Agents/Nominees as indicated to whom adequate notice of not less than six weeks about the readiness of the cargo for shipment, should be given by the Seller for finalizing the shipping arrangements.

i) For Consignment from UK/Continent Ports:

M/s Panalpina World Transport  
Panalpina Welttransport GmbH,  
Spalding str-64, D20097  
Hamburg, Germany

PH: + 4640 – 23771 - 133  
FAX: + 4640 – 23771-342 or 341

ii) For consignment from USA, Atlantic, Gulf & West Ports: PH: + 1 201 998 7771

M/s. OPT OVERSEAS PROJECT TRANSPORT INC. FAX: +1 201 998 7833  
46, SELLERS STREET, KEARNY  
NEW JERSEY 07032, USA

iii) For Consignment from Japanese Ports: PH: + 81 3 3262 2391

The Embassy of India, Tokyo, Japan FAX: + 81 3 3234 4866

iv) Black Sea Ports of Bulgaria & Romania:

The Secretary, Indo-Soviet Shipping Service  
C/o The Shipping Corporation of India Limited  
'Shipping House' 245, Madam Cama Road  
MUMBAI – 400 021.

CABLE: SHIPINDIA, MUMBAI  
FOR SOVINSHIP

PH: +912222026666/ 22026785

v) Polish Ports:

The Secretary, Indo-Polish Shipping Service  
C/o Shipping Corporation of India Limited  
'Shipping House' 245, Madam Cama Road  
MUMBAI – 400 021.

CABLE: SHIPINDIA, MUMBAI  
FOR INDOPOL

vi) For Consignment from other Areas:

The Shipping Corporation of India Limited  
'Shipping House', 245, Madam Cama Road  
MUMBAI – 400 021.

CABLE: SHIPINDIA, MUMBAI

3.2. **FOR CFR/CIF CONTRACTS**

The seller shall arrange shipment of stores by vessels belonging to the members of the Conference Lines. If seller finds that space on the Conference Line Vessels is, not available in any specific shipment, he should inform the Shipping Co-ordination Officer, Ministry of Surface Transport, 1, Sansad Marg, New Delhi – 110 001 (India) (CABLE: TRANSHART: NEW DELHI; FAX NO. +91-11-23718614/23352726) and also to the Project Division, TE at the address given below.

3.3. Project Manager,  
Brahmaputra Petrochemical Complex Project  
Engineers India Limited  
EIB 4<sup>th</sup> Floor  
1, Bhikaiji Cama Place,  
New Delhi – 110066, INDIA  
Tel.: +91-11- 26102121  
Fax: +91-11-26194722

3.4. All shipment of materials shall be made by First class direct vessels. All shipments shall be under deck unless carriage on deck is unavoidable.

3.5. **BY AIR**

Wherever the shipments are to be effected by Air, the same shall be dispatched through Air India. If there is no connection available, Project Division of TE should be informed at address given at clause 3.3 above.

**4. SHIPPING DOCUMENTATION**

4.1. All documents shall be in English Language.

4.2. **DOCUMENTS REQUIRED BEFORE SHIPMENT**

Proforma Packing Lists and sketches of Over Dimensioned Cargo should be forwarded to Project Division of TE at address given at clause 3.3 above in triplicate.

4.3. **DOCUMENTS REQUIRED AFTER SHIPMENT**

The supplier shall air mail the shipping documents stated herein below after the shipment has been made so that the same are received at least two weeks prior to the arrival of vessel at destination Port. Copies to Port Office must be sent immediately through International Courier.

The supplier shall be fully responsible for any delay and/or demurrage that may become payable at destination Port on account of delay in transmittal of following shipping documents.

- i Commercial Invoice
- ii Bill of Lading
- iii Inspection Release Note
- iv Packing List
- v Freight Memo
- vi Certificate of Origin
- vii Test Certificates (NDT reports, MTC, etc. as per MR)
- viii Certificate of Measurement and Weight

One set each of the above documents is to be sent by first class courier to Project Manager of Consultant at the address given at clause 3.3 above and to Engineer-in-Charge (Respective Project Sites) and Purchaser.

In case of air shipments, two sets of non-negotiable documents consisting of Commercial Invoice (ink signed), Packing list, Certificate of Origin, Technical Literature shall be handed over to Airlines with the instructions that the same should be handed over along with cargo arrival notice and copy of Airway Bill to Destination Airport Notify party.

4.4. **BILL OF LADING**

Bill of lading shall be 'Clean on Board'. Ocean Bill of Lading be made in favour of (Purchaser) or order of the bank (and not order of the shipper) and the notify column should indicate Engineers India Limited at its address given at clause 3.3 above.

4.5. **PACKING LIST**

Packing list must show, apart from other particulars actual contents in each case, net and gross weights and dimensions and the total number of packages. In case of pipes and plates in bundles, number of pipes/plates with individual length/size in each bundle must be indicated.

**5. SHIPPING ADVICE**

5.1. Within 48 hours after shipment, the supplier shall send shipping advice by way of Cable/ Fax to Project Division of Consultant at clause 3.3 above under a copy each to Engineer-in-Charge at respective project sites and Purchaser at the address given below in clause 6.0, giving particulars of the shipment, vessel's name/Airlines, Flight No. & Date on which materials actually left (and not tentative flight No. and Date), Port of Shipment, Bill of Lading No. & Date, contents in brief, Purchase Order Number, total FOB and Freight Values, number of Packages and total gross weight, ETD & ETA of vessel. In case of Air shipment through consolidation services, information must contain both Master Air Way no. & House Airway Bill no.

5.2. In case of free replacement/supply of components/parts, the supplier shall advise by Cable/Fax above dispatch particulars along with specific statement 'Free Supply' 'Value for customs purposes only'.

**6. ADDRESSES**

6.1. Project Site/ Consignee:  
Officer-in-Charge  
M/s Brahmaputra Cracker & Polymer Ltd,  
Lepetkata, P.O. Borboruah,  
Dibrugarh 786007  
Assam, India

6.2. Consignee (for sea port/ airport of entry):  
Officer-in-Charge  
M/s Brahmaputra Cracker & Polymer Ltd,  
Lepetkata, P.O. Borboruah,  
Dibrugarh 786007  
Assam, India

- 6.3. **Bankers:**  
State Bank of India  
Main Branch, Dibrugarh,  
Assam, India  
Branch Code: 0071  
A/c No. 30226444539

**7. SHORT SHIPMENTS**

- 7.1. Seller should thoroughly check all items in the packing before effecting shipment. If any item(s) are found short packed in sound boxes on examination at project site, Seller shall be responsible to supply short packed items free of charge on receipt of advice from Purchaser/ Consultant. Seller shall also be responsible to bear the import duty levied by Indian Customs on such short packed items.