

Packing, Marking and Shipping Instructions for land worthy transport

General

1. The following instructions are designed to facilitate damage - free; expeditious movement of "Goods" and safe delivery of the goods from the point of despatch to the ultimate destination and to give guidelines to Supplier regarding the Buyer's requirements for packing. Notwithstanding any instructions or guidelines given herein, vendor is fully responsible for the quality and suitability of its packing, handling and transportation.
2. Packing shall be of an efficient and effective standard to protect the Goods against the hazards associated with handling during loading and unloading while in transits from vendor's works / go-down and delivery and storage at the designated job site.
3. In case of damage / packages due to improper packing, all resultant replacements required shall be promptly made good by you. The liability of free replacements of damaged items (due to defective or insufficient packing and / or protection, or for short shipped items) shall be entirely to you and such supplies shall be made good at no extra coat to Buyer.

Packing & Handling

1. The equipment/material shall be protected for inland transportation, handling at site and outdoor storage during transit and at site.
2. Vendor shall be responsible for any damage to the equipment/material during transit and delivery because of inadequate and improper packing.
3. The equipment/material shall be protected for the entire period of dispatch, storage and erection against corrosion, incidental damage due to any weather condition and rough handling in transit and storage in open including possible delays in transit.
4. Packing material shall be of proper quality and the dimensions shall be proportional to the size and weight of equipment/material. Cost of all packing material shall be a part of price stated in the Purchase Order.
5. Vendor shall suitably tag the equipment showing project name and purchase order number. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as mentioned under marking clause.
6. Supplier must specially provide instructions for storage, protection, preservation in case the goods are not placed in operation during guarantee period.
7. **Each crate / package shall contain a packing list in a waterproof envelope. All items shall be clearly marked for easy identification against the packing lists.**
7. This marking shall be correlated in the invoice, packing list, and bill of Lading, mailing certificates etc. exactly as they appear on the equipment / materials.

Transportation

1. Supplier shall be responsible for ascertaining transport / carrier dimensions for large and bulky equipment/material. Equipment/materials shall be supplied in minimum number of components or sub-assemblies within the framework of transportation dimensions.
2. Wherever necessary proper arrangements for attaching slings for lifting shall be provided. Adequate provision of skids or pallets shall be made to keep the packages above the collecting drains. Crates and other large containers should have drain holes in the bottom to prevent collection of water within the packing.
3. Loose material such as bolts; etc. shall be packed in Polyethylene bags and then sealed in gunny bags with proper tags. Bundled materials shall be strapped rigidly with steel band over the protective covering.
4. Flanges, fittings, etc. those are prone to scratch shall be provided with suitable metal/wooden caps bolted in place. All openings in the equipment shall be tightly covered, plugged or capped to prevent foreign material from entering.
- 5.. For every order and every shipment, packing must be marked with serial progressive numbering. All packages that require special handling and transport shall have their centre of gravity at points at which they may be slung or gripped clearly indicated and marked.
6. Supplier shall supply any material found short inside the packing cases, at no extra cost to Buyer.
7. In all instances (with the exception of various size pipes), items shall be packed to reduce volume as much as possible. Wasted space within shipping unit is a source of weakness for the materials.

Shipping Marking

1. All packages shall be marked legibly with uniform block letters (preferably with waterproof paint) on at least three sides as per Exhibit No. 1.

Destination address

Indian Oil Corporation Ltd.
IOCL – Gujarat Refinery
P.O. Jawaharnagar
Baroda – 391 320, Gujarat

- a) Item description
- b) Dimensions in centimetres
- c) Net Weight in Kilograms
- d) Gross weight in kilograms
- e) **Consignee's name & address :**

Indian Oil Corporation Ltd.
IOCL – Gujarat Refinery
P.O. Jawaharnagar

Baroda – 391 320, Gujarat

- f) Sign/symbol showing 'Side up' and/or 'fragile' in case of equipment, sling positions, i
- g) Handling and unpacking instructions, if any, considered necessary.
- h) Care mark shall be indicated as per Exhibit No. 2.

2. Identity (ID) Marks for Erection

- Equipment comprising multi-part assemblies, such as steel frameworks, piping etc. shall be marked with identity numbers and/or letters corresponding to those of the approved drawings or material lists. These ID marks required for erection shall be quite legible.
 - Colour banding to an approved code shall be used to identify members of similar shape or type but of different strength or grades.
3. The contents of the package shall be punched on non-corrosive metal plate and nailed to the package on a prominently visible place. If the number of items in the package are too many a typed list in transparent waterproof envelope (transparent) shall be kept inside a galvanised steel pocket nailed on to the exterior of the package in prominently visible location.