

VOLUME IIB

**TECHNICAL SPECIFICATION
FOR
SEAWORTHY PACKING FOR EXPORT JOBS**

SPECIFICATION NO. PE-TS-888-100-A001



**BHARAT HEAVY ELECTRICALS LIMITED
POWER SECTOR
PROJECT ENGINEERING MANAGEMENT
NEW DELHI, INDIA**

	TITLE TECHNICAL SPECIFICATION FOR SEAWORTHY PACKING FOR EXPORT JOBS	SPECIFICATION NO. PE-TS-888-100-A001	
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1.0 Purpose

The purpose of this specification is to describe minimum packing requirements for the different items/equipment for all export Project and also to define marking and shipping requirements during transportation by ship, road and air for all export jobs.

2.0 SCOPE

For export jobs, sea worthy packing capable of performing all necessary functions like prevention of damage to the contents, sufficient to support frequent handling and lengthy period of outdoor storage in adverse weather conditions are required. Workmanship and materials used shall be of high standard meeting the technical requirements and in accordance with best commercial export packing practices. Vendor shall be responsible for sea worthy export packing, however it shall meet the minimum requirements specified herein. Equivalent or better packing methods may be deployed subject to approval of the BHEL/Purchaser. Vendor shall submit the packing procedure for its equivalent for purchaser's approval during detailed engineering.

The scope this specification is to define VENDOR's responsibilities in terms of:

- Preservation of the GOODS/items/equipments before packing.
- Packing of the GOODS for road, rail, sea and/or air transportation to desired destination i.e. project site
- Making cases/crates
- Chemical Treatment/Fumigation before packing to prevent fungus, damage due to termite, borer, rats, etc.
- Marking of cases/crates.
- Other Services required.

3.0 Application

This specification is applicable to all the goods to be transported to project site and requires to be in transit for longer duration. *However, for "Misc cable erection items", "Fire sealing system" & "Exothermic welding material", the packing requirements shall be as per the procurement specification.*

4.0 Definitions

- "BHEL" : Main EPC vendor
- "OWNER" : Customer for a particular export project.
- "VENDOR" : Company(ies)/VENDOR(s) to whom the BHEL has placed Purchase Order for GOODS/ items/system/package.
- "GOODS": means all or part of the articles, material, equipment supplies including technical documentation, as described in the Purchase Order, to be supplied by VENDOR.
- "PACKER": Packaging Company to whom VENDOR intends to sub-contract the packing in case they do not have own packing capability/facilities .
- "FREIGHT FORWARDER" : Means the Company responsible for performing freight forwarding activities.

5. General Information

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The following requirements are intended as minimum requirements, and compliance to these requirements in no way absolves or relieves **VENDOR** of any responsibility or obligation outlined in the Purchase Order. In all circumstances, the packing will be designed and constructed in order to support **GOODS** during transportation as well as to prevent the Goods from damage due to impact, extreme climatic conditions, sun and rain. It must be ensured that the delivery of the **GOODS** to the jobsite by sea, road or air, in good condition.

GOODS shall be export packed in compliance with the best-established practices for international projects, in accordance with the following instructions. In the event of any conflict between these specified requirement and the established practices, specification requirement shall govern.

Due to climatic conditions and the complex transport operation(s), it is essential that protection and packing is of the highest standard. Packing means to efficiently protect the **GOODS** during the total transport operation; from the moment they leave the factory until they are delivered to the jobsite, including handling operations (loading/unloading) and storage.

When **VENDOR** do not have packing capabilities/facilities of their own and therefore intends to sub-contract, **VENDOR** have to inform **BHEL/Purchaser** of the name and address of proposed **PACKER(s)** for approval.

6.0 Criteria for Selection of Packaging

Packages are to be made according to categories, described in articles 8.1 to 8.5, depending on the type of materials, their fragility and size.

These categories have been established for the protection of equipment and material during multi-mode transports, i.e.: combination of overland and sea transport; containerization, air transportation.

In a general manner, the **GOODS** have to be packed in such a way that crates, bundles, pallets can be stored into General Purpose containers, wherever possible.

If **VENDOR** has any doubt about the correct method of protection or packing, he should contact **BHEL/Purchaser** in order to mutually agree on the adequate type of packing to be used.

Materials can be classified in following categories

- Hazardous Material
- Non-Hazardous Material
-

Further to above categorisation, non-hazardous materials can be sub- categorised for selection of packing.

6.1 Hazardous Materials

Though handling of hazardous material may is not applicable in the scope of this specification. All hazardous material must be packed in adherence to the detailed requirement relating to packing, marking and labelling set out in the most recent report of the Board's Standard Advisory Committee on the Carriage of Dangerous Goods in Ships for sea freight, and the Restricted Articles Regulations, laid down by the International Air Transport Association for airfreight.

6.2 Non-Hazardous GOODS

The scope of this specification is to provide necessary guidelines for packing for power plant equipment, components, Pipings & Valves, Fittings, other structural items, electrical items, spare parts and erection materials. The procedure is defined in subsequent paragraphs in details in clause no. 8.0.

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7.0 Marking Instructions & Despatch details, Storage Code

7.1 Marking Instructions & despatch details

Packages and crates will be marked with indelible black paint, resistant to seawater. Marking must be perfectly legible.

The shipping marks, which will be as per fig-13, shall be stencilled on two sides and one end in clear characters at least 5 centimetres high (where crate size permits, otherwise use optimum size for each package dimension).

When the GOODS are to be shipped in containers then marking may be stencilled on one end only. However, packages must be stowed in a manner that shows these marks.

Crates containing fragile articles must be packed with special precaution against risk of breakage and must be stencilled on all sides "FRAGILE - HANDLE WITH CARE". Where crates are not to be overturned, VENDOR must show on the crates, clear and readily visible identification as per fig-12, to ensure they are kept in the correct position.

Packages/equipment of 2,000 kg or more must be marked with slinging points on all sides, in addition to the centre of gravity marks.

Number packages consecutively i.e. 1 of 10, 2 of 10, etc. Do not duplicate package numbers. VENDOR is responsible for any loss or damage caused by incorrect marking.

All cases/crates shall also be marked with the appropriate international standard graphic symbols for handling as shown in Fig 12.

As a minimum, all cases/crates are to be marked clearly on all four sides with:

- "HANDLE WITH CARE"
- "RIGHT SIDE UP"
- "KEEP DRY"

In the case of packages with a single gross weight totalling 2,000 kg and/or a height of more than 1m, the centre of gravity shall be clearly marked with the symbol on two adjoining sides. For all items of equipment with an eccentric centre of gravity this symbol shall be marked at the bottom, side and top of the package.

The slinging and lashing points shall be marked with a chain symbol.

When packing in cases/crates, these packages shall also have metal corners at the slinging points. (Fig-11)

External front and rear sides of the boxes to be planed for writing instructions.

Dispatch details such as consigner/consignee address, contract and case details, country of origin, port of delivery, stacking instructions shall be written on one side of the boxes. An anodized aluminum plate as per details and specifications given in fig-13 shall be provided on one side of the boxes.

One copy of packing slip wrapped in polyethylene bag covered with aluminum packing slip holder to be nailed on the external surface of the box. One more copy of the packing slip wrapped in polyethylene bag is to be kept inside the box at the pertinent place.

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7.2 Storage Code

The type of storage required is required to be specified, it will be shown on each packaging in **RED colour**.

- X Crates or packages to be stored outdoor without covers
- XX Crates or packages to be stored under tarpaulin
- XXX Crates or packages to be stored in covered or enclosed premises
- XXXX Crates or packages which must be stored in air-conditioned premises

8.0 GUIDELINES FOR PACKING GOODS

8.1 In the subsequent paragraphs details of different types of packings for different types of GOODS are defined. Vendor shall make packing details/procedure based on the guidelines and submit for approval.

8.1.1 Packing for Pipe, Fittings, Flanges and Valves, Structural Steel

Particular attention should be brought to pipe, fittings, flanges, valves and structural steel. Packing categories for piping and fittings will differ according to the diameter and wall thickness of these products. VENDOR shall comply with the following established practice.

IMPORTANT NOTE:

Depending on the project schedule and availability of ocean vessels, the piping and structural steel may be shipped in containers. In this event, VENDOR has to arrange the packages in such a way it allows the stuffing into Open Top in gauge containers.

8.1.2 Pipe

Where practicable, pipe lengths shall be limited to 11.8 meters.

All pipes 2" included and below shall be packed in crates. All pipes to be capped and ends sealed with waterproof tape.

Pipes over 2" up to 6", shall be bundled and banded in bundles of uniform length. Bundling is carried out with U-IRON or traversal planks, joined with threaded connecting rods with locknuts. Quantities and strapping positions depend on the lengths, with a 120 cm spacing to prevent distortion. Bundle weight shall not exceed 2,000 kg. All pipes are to be capped and ends sealed with waterproof tape (tape is not necessary if end caps are of the pre-shrunk or self-sealing type).

Pipes larger than 6" shall be shipped as single lengths with the ends capped. End caps are to be of the recessed type to enable the use of soft faced hooks, but still completely sealing the end and also protecting the weld.

All stainless steel piping must be packed separately in wooden crates. Any banding of bundles is to be with the same material.

8.1.3 Pipe Fittings, Flanges and Valves

All pipe fittings, flanges and valves up to 6", are to be packed in cases/crates. For items over 6", these may be fixed securely to a pallet base and enclosed in a crate, for protection. Where valves have actuators attached, rigidity must be ensured for the valve and actuator. The vulnerable parts of the actuator are to be completely protected within a wooden crate.

All stainless steel fittings, flanges and valves of all sizes, must be packed separately in wooden crates. Any strapping is to be with the same material.

8.1.4 Structural Steel

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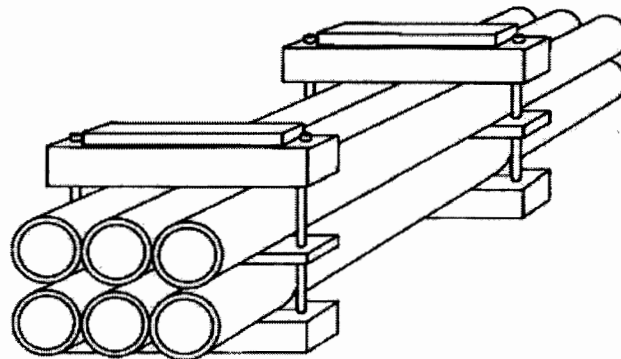
Structural Steel, reinforcing rods, bars, etc., should be packed in bundles of uniform length. Refer to articles 8.1.2, for strapping requirements. Bundle weight not normally to exceed 2,000 kg. Fabricated structures and structural steelwork, etc, should be bundled and packed using wooden beams and long bolting to secure the load.

8.2 Bundling – Packing Category I

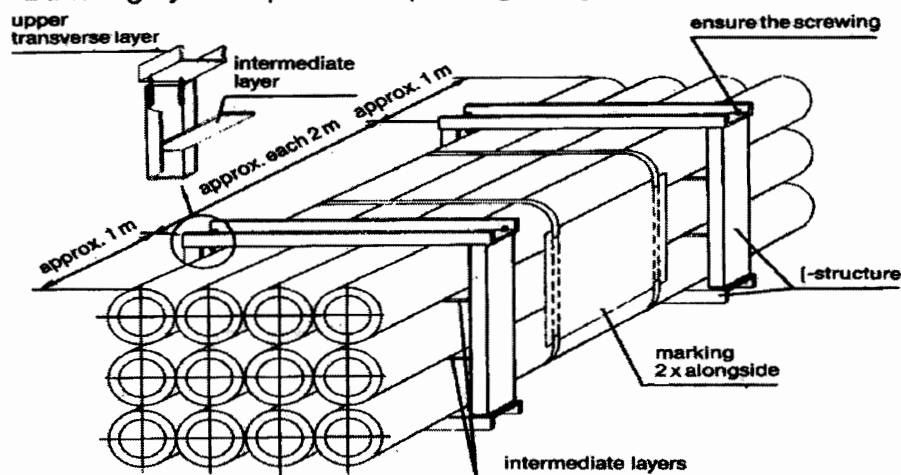
8.2.1 Type of Equipment

Equipment which is not subject to damage by corrosion or mechanical effect, i.e. pipes, piping, structural steel.

Packing category I



Bundling by U-shaped iron – packing category I A



8.2.2 Type of Construction

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- Bundling has to be effected
- By squared timber and threaded rods.
- With an intermediate layer (threaded on tightening bolts) according to the weight of the package.
- Wedge-shaped timbers must be added at the outer points of lower layer.
- Between the bolts a spacer must be nailed.
- The bolts must be secured (e.g. by locking nut).
- If single parts could protrude, an appropriate protection must be installed (flat iron or plates).
- Bundling with steel straps or PVC straps is not accepted.

8.3 Skids, Square Timber Constructions, Casings – Packing (Category II)

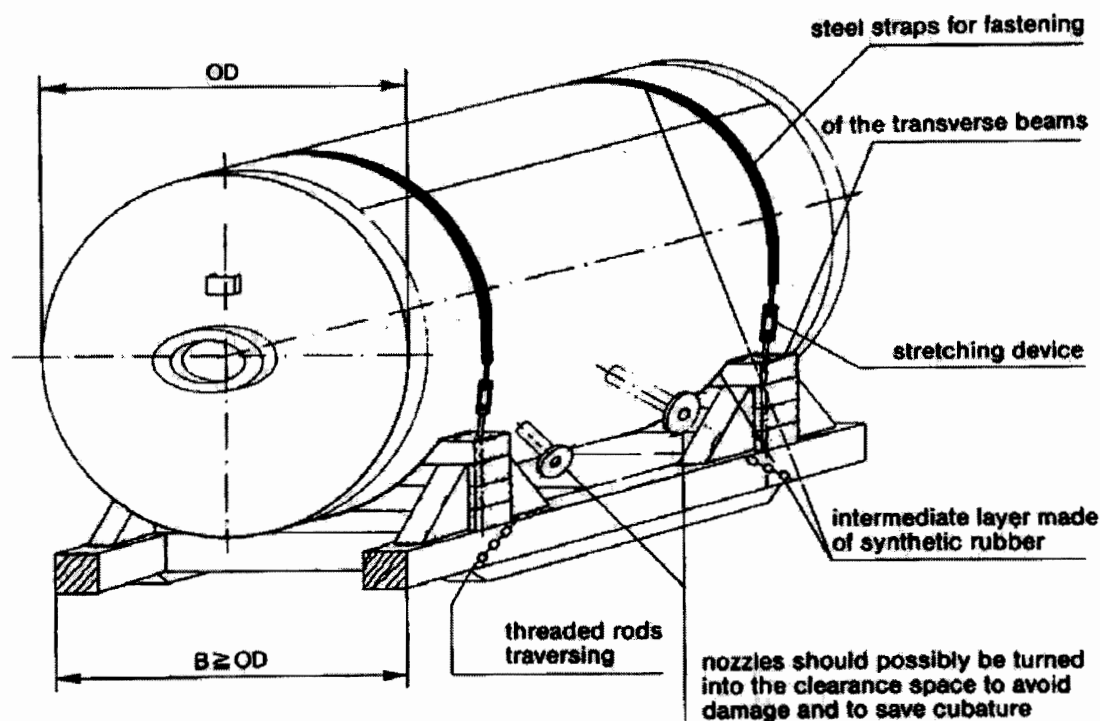
8.3.1 Type of Equipment

Voluminous apparatus, tanks and/or heavy pieces those are not vulnerable to mechanical or corrosive effects.

8.3.2 Type of Construction

- The construction skid can be made of wood or of metal.
- The fastening of the packages on the skid will be made by steel straps (flat iron) which have to be elastically lined, non-slip and securely bolted onto the skids.
- Flange openings have to be closed with gaskets and blind flanges or, if necessary, provided with cover.
- Skid constructions may not be less than the dimensions of the package in length or in width.
- Tanks and apparatus with their own support cradles must be supplied with an anti-slip lining.

PACKING CATEGORY-II



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8.4 Packing of GOODS in Wooden Crates/Cases/Boxes

The construction of wooden crate/cases/boxes shall be as per the details indicated in clause 9.0 & Fig 1 to 11. Details indicated in the sketches for different categories Packing crates/boxes are only for a typical equipment considered for illustration.

8.4.1 Packing Category III

8.4.1.1 Type of Equipment

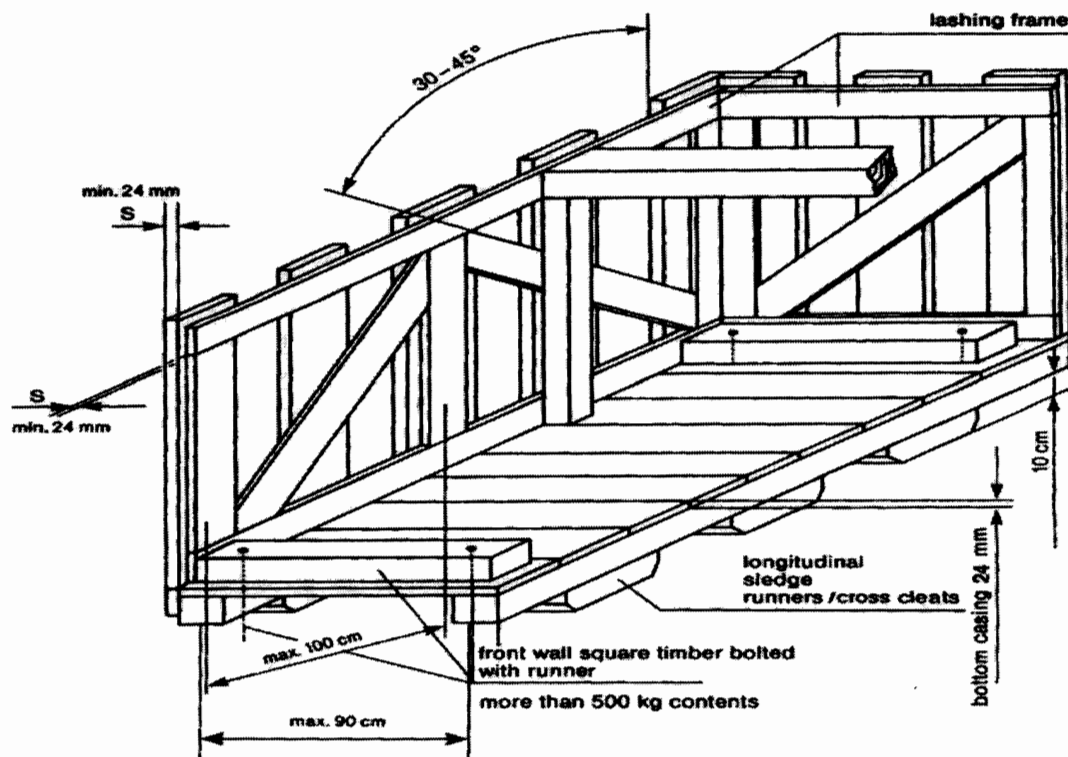
Fabricated equipment, which cannot be transported on cradles; frame-works, prefabricated piping and fittings, mechanical and electrical assemblies. *This type of packing is recommended where many parts of the equipment/component/assembly are not protruding out.*

8.4.1.2 Type of Construction

The equipment must be safely fastened to the bottom with bolts, possibly by the runners or to be spread in such a manner that no protruding parts are possible. For parts, sensitive to rainwater and/or debris, a protection has to be made by a foil cap.

If it is possible that single part could protrude through the front/back side wall, they shall be closed completely. The marking of the package shall be done on plywood plates at the prescribed sides.

Packing Category III



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8.4.2 Cases with Lining – Packing Category IV

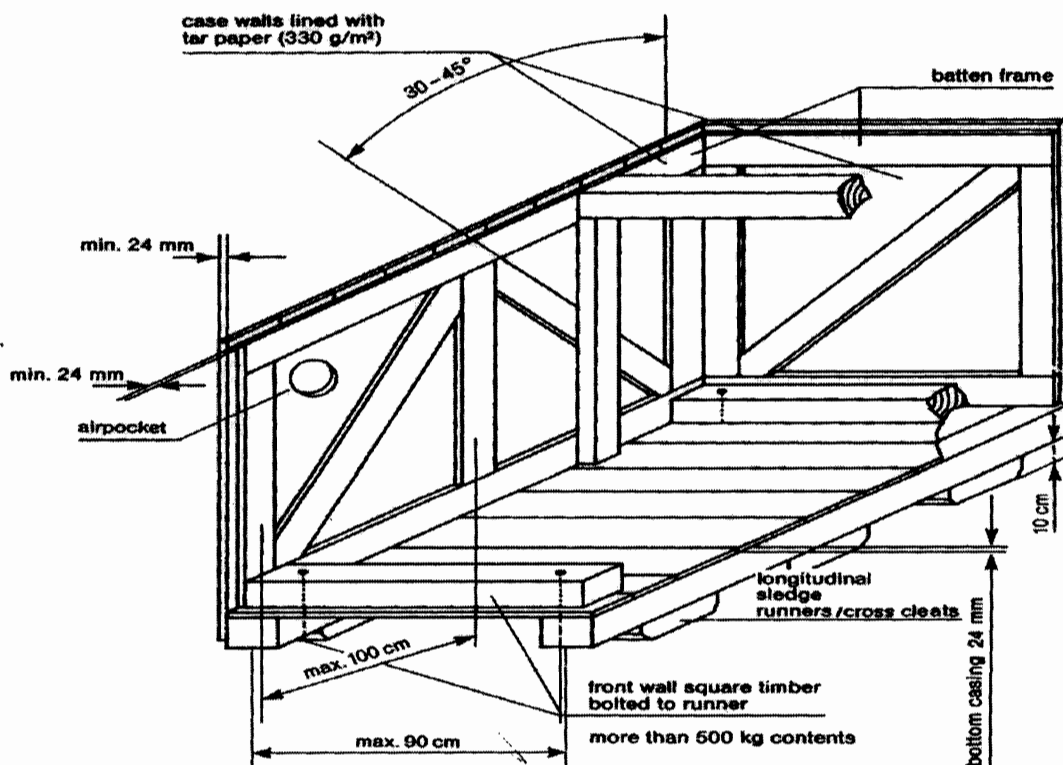
8.4.2.1 Type of Equipment

Recommended for equipment and mechanical parts Equipment sensitive to mechanical damage or parts and components that are particularly at risk of theft or loss; pumps, elbows, flanges, fittings, tools, erection materials, etc.

8.4.2.2 Type of Construction

The same type of construction as article 8.4.1.2, but with all sides completely boarded without space between the boards. Sides to be provided with waterproof lining; fabric-reinforced waterproof tar paper or polyethylene-foils resistant to ultraviolet rays can be used. Polyethylene-foil shall be fixed under the lid cover to avoid penetration of water. At weights of more than 500 kg the longitudinal runner must be bolted to the front all square timber. For ventilation inside the case, an opening in the waterproof lining must be placed between the diagonal battens and diagonal joists.

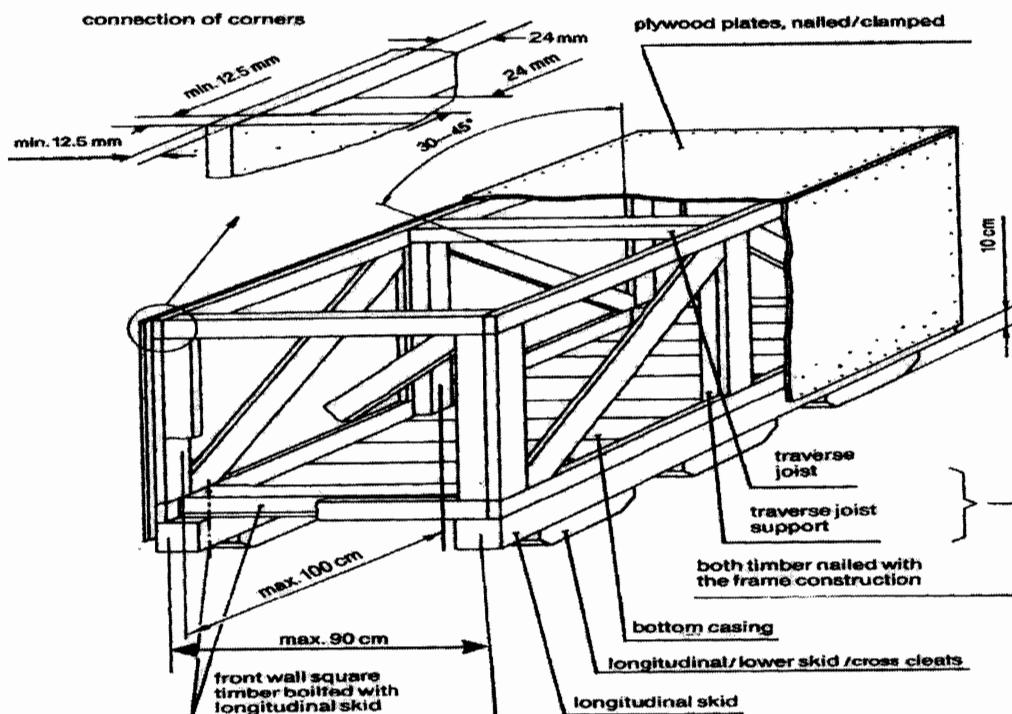
Packing Category IV



8.4.3 Cases with Alternative Surface Materials

8.4.3.1 Plywood Box – Packing Category IV A

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Case constructed of 5 layers of watertight, glued plywood with a total thickness of 12.5 mm. The frame must be constructed from minimum 24 mm timber or as per guide lines given above against clause 8.0, Fig 1 to 11 and must be suitable for the weight and nature of the parts to be packed. Planed square timber must be bolted with longitudinal skid and covered with diagonal joists. If applicable, construction of the cover and sides is to include diagonal bracing. Covers consisting of several layers of plywood are to be sealed with durable elastic putty or additional water-resistant sheets to be fixed.

8.4.4 Case with Barrier Material – Polyethylene Foil – Packing Category V

8.4.4.1 Type of Equipment

Sensitive equipment, simple electrical equipment, insulation materials, fire-resistant materials, with non-corrosion- guarantee for a period up to twelve (12) months.

8.4.4.2 Type of Construction

Preservation by welding in polyethylene-foil with addition of desiccants and if necessary, application of non-corrosive contact agents, otherwise, type of construction as indicated in article 8.4.2.2.

Additional marking:

- Case with desiccants.

8.4.5 Case with Barrier Material – Aluminium Compound Foil – Packing Category VI

8.4.5.1 Type of Equipment

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Electrical equipment such as, switchboards, electric motors, sensitive equipment, with non-corrosion guarantee, for a period up to twelve (12) months.

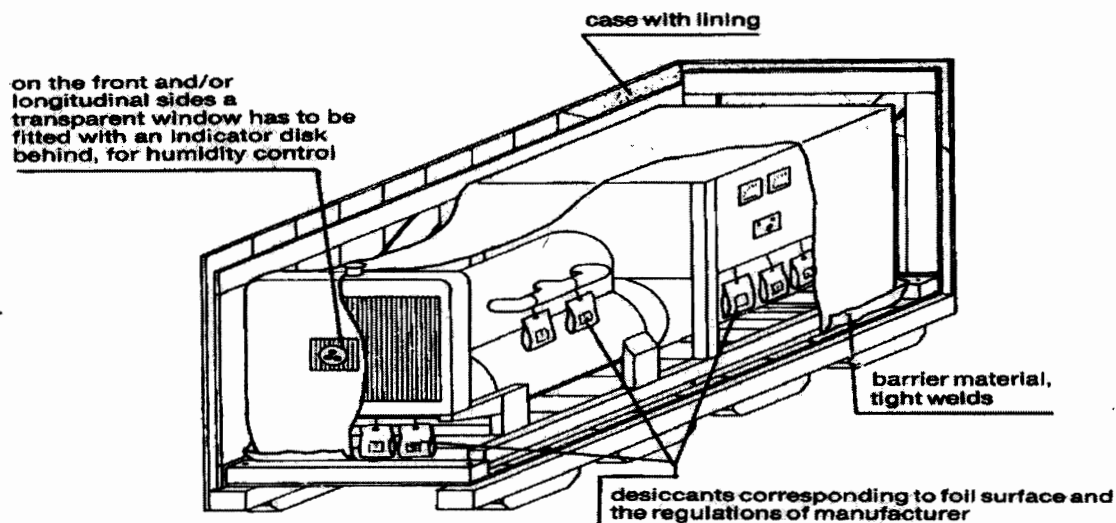
8.4.5.2 Type of Construction

Type of construction as indicated in article 8.4.2.2. Preservation by sealing an aluminium compound foil, with the addition of desiccants. Humidity indicators, if required and installed in the barrier wrapping, shall allow easy control from the outside.

Additional marking:

- Case with desiccants.

Packing Category V/VI



8.4.6 Double Case – Packing Category VII

8.4.6.1 Type of Equipment

GOODS which are of high sensitivity to shock, impact and vibration, for instance, special electrical equipment like computers, switchboards, laboratory instruments

8.4.6.2 Type of Construction

Case construction as indicated in article 8.4.2.2, with additional floating inner packing (case-in-case principle), padding corresponding to weight and sensitiveness. Preservation by sealing in aluminium compound foil with the addition of desiccants. The inner case has to be made of plywood or equivalent material with a thickness of 8-12 mm, depending on the weight of the GOODS to be packed. The inner buckles and/or frame borders have to be dimensioned so that the full stability of the inside case will be reached and no twisting is possible. The inner sides of the inside case will be lined with bituminous kraft paper on all sides (except bottom).

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8.4.7 Cable Drum – Packing Category VIII

8.4.7.1 Type of Equipment

All type of cables, wires, ropes, hoses.

8.4.7.2 Type of Construction

For all type of cables refer clause no. 11.1. For other items (wires, ropes, hoses) new or practically new drums are to be used. Planking of the e drums by use of boards, thickness minimum 20 mm, with additional double steel strapping, nailed, and carefully preserved/protected cable ends prior to packing.

8.4.8 Hazardous Materials – Packing Category IX

8.4.8.1 Type of Equipment

Hazardous materials according to the law are explosives, compressed gases, liquefied gases dissolved under pressure or deeply refrigerated, flammable liquids, flammable solids: substances liable to spontaneous combustion; substances which, on contact with water, emit flammable gases, oxidizing substances, organic peroxides, poisonous (toxic) and infectious substances; radioactive materials, corrosives, miscellaneous dangerous goods.

8.4.8.2 Type of Construction

Hazardous materials shall always be packed and documented separately from any other material. Selection of packaging materials, execution of packing and marking as well as documentation shall always be in compliance with the applicable laws and regulations. Any certificates required for transportation or for authorities to be supplied before shipment of the GOODS.

8.4.9 Wooden Floor as a Transport Support – Packing Category X

8.4.9.1 Type of Equipment

Any materials to be stuffed in containers or on flat racks and that are not stowed on standard pallets or otherwise suitably packed

8.4.9.2 Type of Construction

- Longitudinal internal square timbers bolted to the front wall runners, longitudinal skid.
- Maximum distance between longitudinal runners 90 cm (middle to middle of the runner).
- Full boarding of the floor.
- Attaching of lifting lugs and/or iron ropes for lifting/pulling the units off the transport equipment.
- If applicable, preservation of the equipment by sealing in polyethylene-foil or aluminium compound foil and the addition of desiccants.

8.5 Air Transport Packing

8.5.1 General

Certain types of material may have to be shipped by air from their country of origin. This means of transport will be exceptional, and will be used only:

- For GOODS, which are highly sensitive to shock or vibrations, such as computers, electronic instruments, or those of small dimensions and weight.
- For GOODS urgently required at the module yard(s) and/or jobsite.

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8.5.2 Type of Packing

Depending on the goods to be packed, VENDOR may use one of the following types:

- A triple-corrugated cardboard container made with waterproofed glue and a barrier layer of polyethylene on the outsides to keep out humidity.
- Wooden/cardboard packing cases: the wood being used for the framework and base of the cases, waterproofed triple-corrugated cardboard being used for the sides and top. These cases are of the "Bell" type, and used for material of small or medium dimensions.
- For larger dimensions, plywood cases are acceptable. The timber characteristics, cross-sections and thickness will be systematically determined by the nature of the loads to be packed.

8.5.3 Dimensions

In order to optimize the existing transport facilities (passenger or cargo aircraft), the dimensions of:

- Triple-corrugated containers.
 - Wooden/cardboard packing cases.
 - Plywood cases.
- Are to be adapted to pallets used for air transportation.

9.0 Detailed specification for Wooden Crates/Boxes/Cases and other packing materials

9.1 Technical specification for wood

The wood shall be Fir, Chir, Silver Oak (Gravillea Robusta), chemically treated mango and Pinewood with moisture content not exceeding 50%. The wood shall have flexural and compressive strength, stiffness, shock absorption and nail retention properties. The wood shall be free from common defects such as warp, bone, twist, knot, cracks, splits, end splits, bend, visible sign of infection and any kind of decay caused by insects or fungus, etc. Surface cracks with maximum depth of 3mm are permissible. A continuous crack of any depth all along the length is not allowed.

9.2 Chemical Treatment of Wood:

The wood shall be chemically treated to provide protection against deterioration due to fungi and attack by termites, borers, marine organism and any other kind of infection. It shall be treated only after final processing like cutting, planning, joint grooving, etc.

9.3 TYPE, DESIGN & DIMENSION OF WOODEN PACKING CASES:

9.3.1 PACKING OF EQUIPMENTS

Various mechanical, electrical and C&I equipment e.g. Pumps, motors, equipment skids, heat exchangers, control panels, switch gears, transformers, etc. shall be wrapped in weather proof packing and then secured in wooden packing cases. The construction of wooden packing cases/crates shall be as per details given below and also given in figure 1 to 11.

9.3.1.1 Bottom Frame

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The construction of bottom frame shall be as per Fig-2. The No. of slides/runners for bottom frames shall be selected depending upon the weight and overall dimensions of the load to be carried. The equipment shall be secured by fixing their base frame/plate with the help of bolt and nuts etc. to bottom frame of the wooden packing cases/crates. The equipment not provided with base frame/plate like cylindrical vessels, etc to be secured to the bottom frame of the wooden cases with "C" clamps fabricated from steel channels/ angle iron.

9.3.1.2 TOP FRAME

The construction of top frame shall be as per fig-3.

9.3.1.3 END PANELS

The dimension of the end and lateral panels shall be calculated according to overall dimensions of the items to be packed. Diagonal braces shall be used for packing cases having height exceeding 500mm. Details of bracings shall be as per fig 5 to 9.

9.3.1.4 Sling Plate

To facilitate lifting of cases, longitudinal under slide boards shall be fixed. To avoid damage to the box while lifting sling plates shall be provided. Refer fig-11.

9.3.1.5 Angle Iron Cleats

Angle iron cleats shall be used for strengthening the joints as indicated in fig-10

9.3.1.6 Other Requirements

- The thickness of planks for top, bottom, side and end panels shall be at least 25mm. Planks used for this purpose shall be joined with each other by tongue and groove joint. The groove dimension shall be such that tongue fits tightly into groove to make the joint.
- Runners/slides, traverse bars, etc shall be of single length i.e. without any joint. Planks for sheathing, diagonal bracing etc shall also be of single length up to 2400mm, proper jointing is permitted for planks for sheathing and diagonal bracings.
- Each equipment to be individually covered with double polyethylene petticoat. Sheet thickness of polythene sheet shall not be less than 0.175 mm (175 microns). The sealing shall be such so as not to allow moisture inside.
- The inner surface of 4 sides of shooks shall be nailed with bituminized water proof craft paper. Wherever 2 pieces of kraft paper are used, joint shall have an overlap of minimum 20 mm.
- All the inner sides of the box shall be nailed with bitumen coated HESSIAN POLYTHYLENE KRAFT PAPER. For top frame it shall project on all sides by 100mm and shall be nailed on sides. Wherever 2 pieces of kraft paper are used, joint shall have an overlap of minimum 20 mm.
- For delicate equipment like control panels and switchgears, lighting panels and lighting transformers, suitable cushioning material like rubberised coir (min. 50 mm thick and 100 mm wide) shall be provided on their bottom support and the gap between the panel and casing

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shall be filled with rubberized coir with distance between consecutive supports less than 500 mm (ref fig15). For other equipment suitable support from sides of the casing shall be provided.

- Switchgear cubicles, control panels and control desks shall be packed and shipped in separate convenient sections. The components e.g. circuit breakers relays and instruments etc. which are removed from panels for shipping purpose and shall be separately packed and shipped as per packing instructions in clause 10.4.
- Packing case for control panels and switchgear panels shall be finally covered with GI sheet of minimum thickness of 0.4mm.
- Packing cases shall be bound at edges by nailing MS clamps/brackets at sufficient intervals. Further heavier boxes shall be strapped with C clamps (ref fig-4) fabricated from steel channels/angles and lighter boxes shall be strapped with hoop iron strips.
- Silica gel is used for this purpose to protect contents over sufficiently long time from corrosion. Silica gel shall be indicating type confirming to IS-304 (1979) packed in cotton bags placed at different positions inside the packing for absorbing moisture and shall not come into directly contact with equipment/material inside the package. The quantity of silica gel shall be adequate for storage period of one year, however it shall not be less than 4 gm. per ltr. Volume of case subject to minimum 400 gm. Per case.



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BOTTOM FRAME ARRANGEMENTS

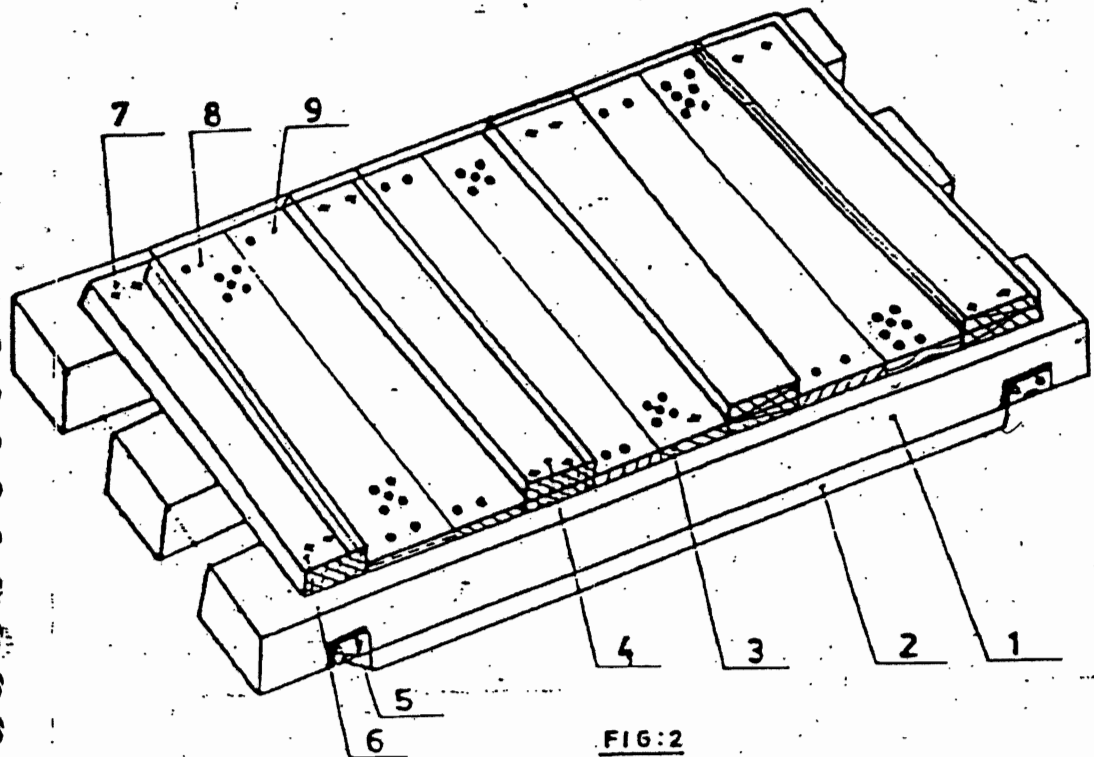


FIG:2

Nos. of slides: Minimum 2 Nos.
For length more than 1800 mm or
load more than 1000kg, Nos. of
slides shall be minimum 3 Nos.
For dimensions of slides, refer Table 1
Cross section of end traverse bar; 100x100 mm.
(minimum)

1. SLIDE
2. UNDER SLIDE BOARD
3. BOTTOM BOARD
4. CARRIER TRAVERSE BAR
5. SLING PLATE
6. TRAVERSE BAR
7. BOLT, NUT & WASHER
8. DRAINAGE HOLES
9. NAILS

027



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TOP FRAME ARRANGEMENT

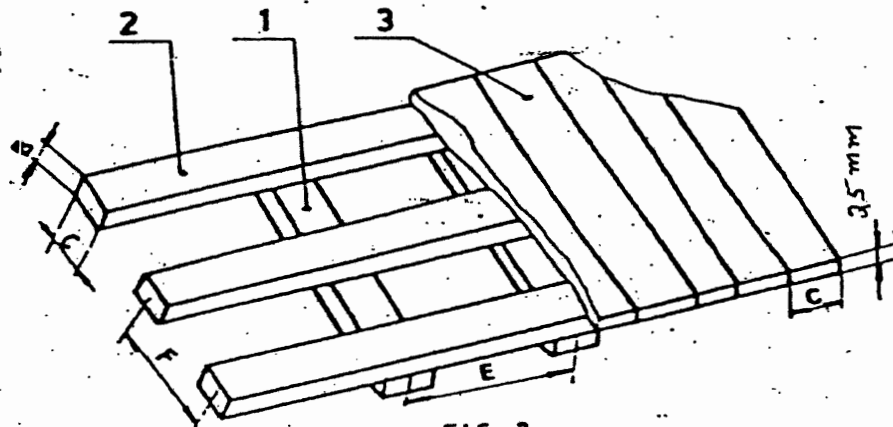
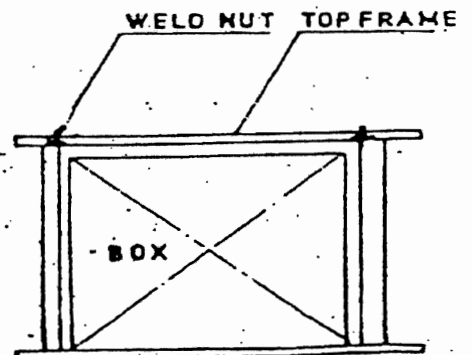
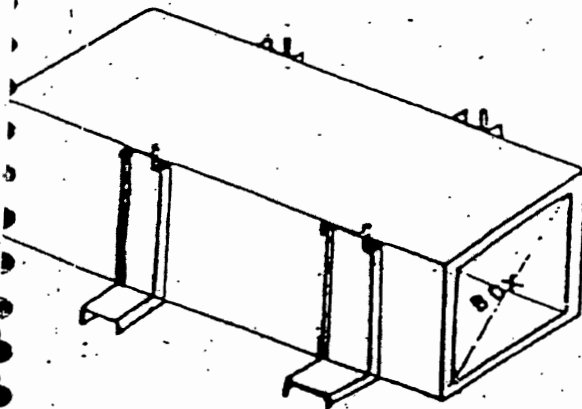


FIG-3

F : 700 to 1000 mm
E : 500 to 900 mm
30 x 100 mm.

- 1 - Traverse Bars
- 2 - Horizontal Soans
- 3 - Top Board

ARRANGEMENT OF C-CLAMPS AROUND CASES



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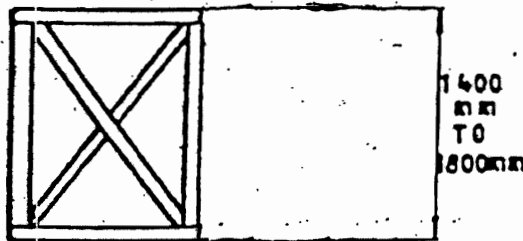
**ARRANGEMENT OF DIAGONAL BRACING AND
HORIZONTAL SUPPORT**

FIG: 6

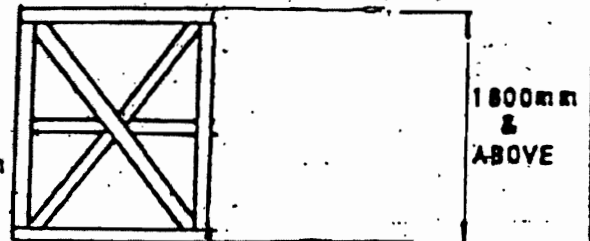


FIG: 8

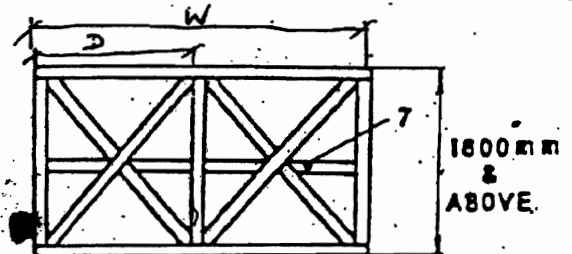


FIG: 7

7- Middle Horizontal Support

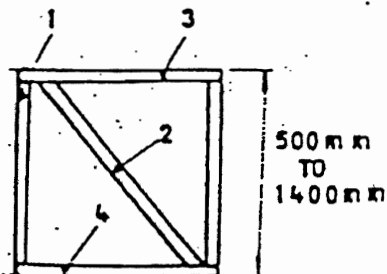


FIG: 5

1- Vertical Support

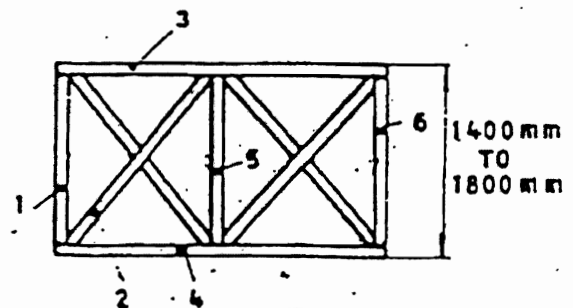


FIG: 7

1, 5, 6 - Vertical Support

**TITLE**

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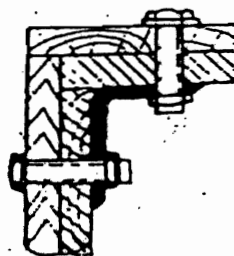
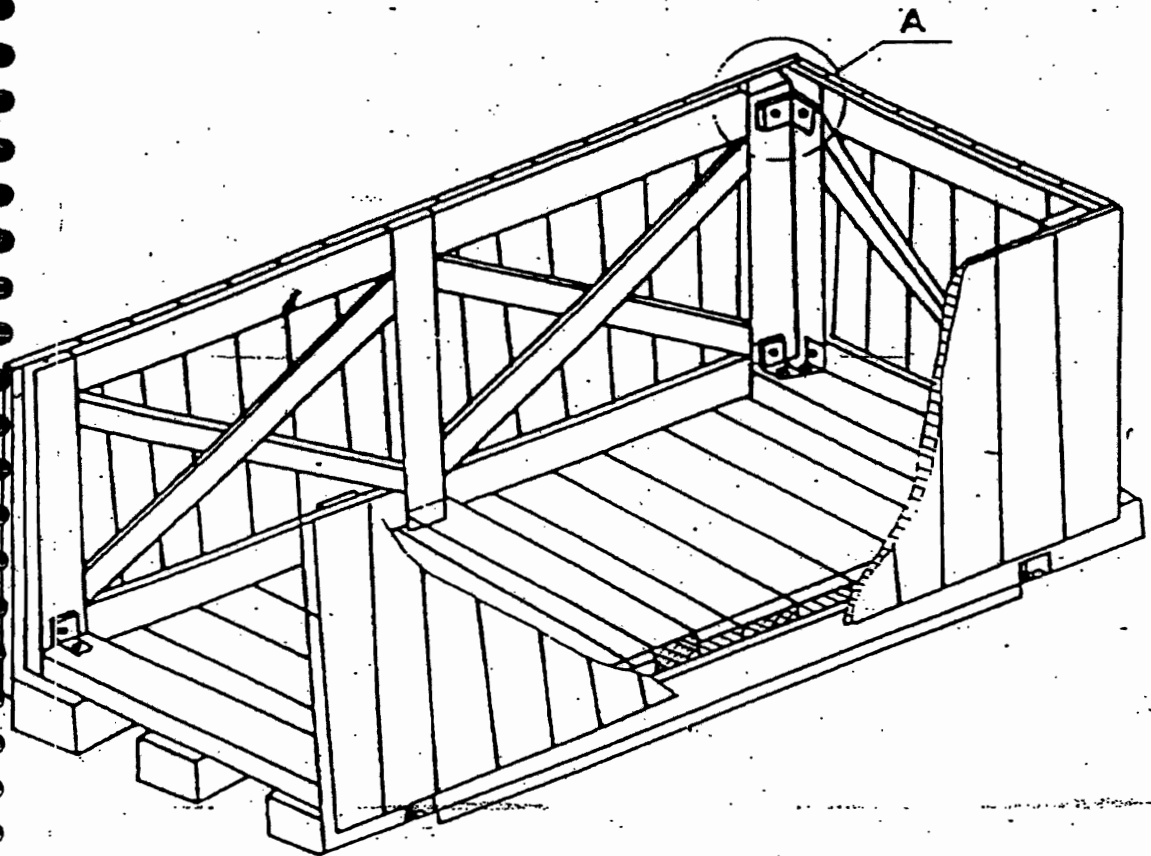
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ARRANGEMENT OF PACKING CASE



DETAIL-A

**HOLE DIAMETER
MUST CONFORM
TO BOLT DIA**

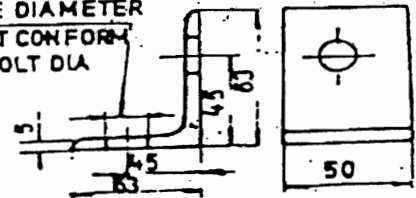


FIG:10

**TITLE****TECHNICAL SPECIFICATION
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FOR EXPORT JOBS**

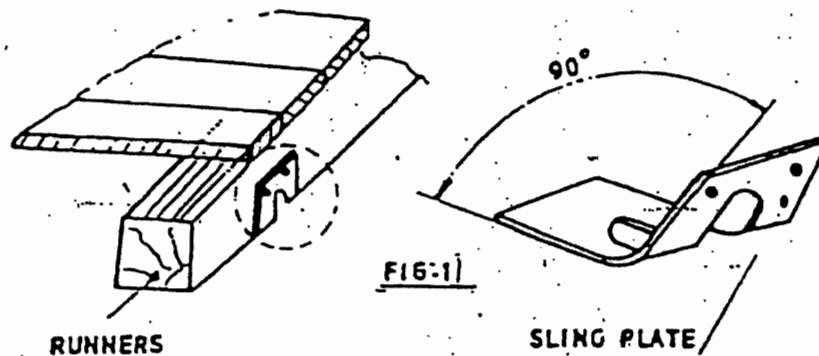
SPECIFICATION NO. PE-TS-888-100-A001

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**ARRANGEMENT OF SLING & PLATE ON
CASES**

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TABLE-1

LOADS	LENGTHS OF SLIDES						
	600	800	1000	1200	1300	1500	2000
	Cross section b x c				c b		
500	50 X 100	50 X 100	50 X 100	50 X 100	75 X 100	75 X 100	100 X 100
800	50 X 100	50 X 100	75 X 100	75 X 100	75 X 100	75 X 100	100 X 100
1000	75 X 100	75 X 100	75 X 100	100 X 100	100 X 100	100 X 110	100 X 150
1500	75 X 100	75 X 100	100 X 100	100 X 100	100 X 100	100 X 150	100 X 150
2000	75 X 100	100 X 100	100 X 100	100 X 150	100 X 150	100 X 150	150 X 150
2500	75 X 100	100 X 100	100 X 150	100 X 150	100 X 150	150 X 150	150 X 150
3000	100 X 100	100 X 150	150 X 150	150 X 150	150 X 150	150 X 150	150 X 150

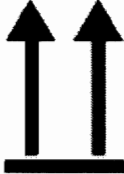
	TITLE TECHNICAL SPECIFICATION FOR SEAWORTHY PACKING FOR EXPORT JOBS	SPECIFICATION NO. PE-TS-888-100-A001	
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Table-2

End and side panels	Width of the panel "W"	Distance between longitudinal support (Dimension "D")						
		600	800	1000	1200	1400	1600	1800
		Cross section b x c				Item 1 to 7		
Fig- 5 to Fig-9	600 to 1200	30	30	30	30	30	30	30
		X	X	X	X	X	X	X
		100	100	100	130	130	130	130
	1201 to 1600	30	30	30	30	30	30	30
		X	X	X	X	X	X	X
		130	130	130	130	130	130	130
	1601 to 2000	30	30	30	30	30	30	30
		X	X	X	X	X	X	X
		130	130	130	130	130	130	130
	2001 to 3000	30	30	30	30	30	30	40
X		X	X	X	X	X	X	
130		130	130	130	130	130	150	
3001 to 4000	40	40	40	40	40	40	40	
	X	X	X	X	X	X	X	
	150	150	150	150	150	150	150	

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INDICATION MARKS ON CASES/BOXES/CRATES

Designation	Symbol	Explanation
Fragile, Handle with care		The symbol should be applied to easily broken cargoes. Cargoes marked with this symbol should be handled carefully and should never be tipped over or slung.
Use no hooks		Any other kind of point load should also be avoided with cargoes marked with this symbol. The symbol does not automatically prohibit the use of the plate hooks used for handling bagged cargo.
Top		The package must always be transported, handled and stored in such a way that the arrows always point upwards. Rolling, swinging, severe tipping or tumbling or other such handling must be avoided.
Keep away from heat (solar radiation)		Compliance with the symbol is best achieved if the cargo is kept under the coolest possible conditions. In any event, it must be kept away from additional sources of heat. It may be appropriate to enquire whether prevailing or anticipated temperatures may be harmful.
Protect from heat and radioactive sources		Stowage as for the preceding symbol. The cargo must additionally be protected from radioactivity.
Sling here		The symbol indicates merely where the cargo should be slung, but not the method of lifting. If the symbols are applied equidistant from the middle or center of gravity, the package will hang level if the slings are of identical length. If this is not the case, the slinging equipment must be shortened on one side.
Keep dry		Cargo bearing this symbol must be protected from excessive humidity and must accordingly be stored under cover. If particularly large or bulky packages cannot be stored in warehouses or sheds, they must be carefully covered with tarpaulins.

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Center of gravity		This symbol is intended to provide a clear indication of the position of the center of gravity. To be meaningful, this symbol should only be used where the center of gravity is not central. The meaning is unambiguous if the symbol is applied onto two upright surfaces at right angles to each other.
No hand truck here		The absence of this symbol on packages amounts to permission to use a hand truck on them.
Stacking limitation		The maximum stacking load must be stated as "... kg max.". Since such marking is sensible only on packages with little loading capacity, cargo bearing this symbol should be stowed in the uppermost layer.
Clamp here		Stating that the package may be clamped at the indicated point is logically equivalent to a prohibition of clamping anywhere else.
Temperature limitations		According to regulations, the symbol should either be provided with the suffix "...°C" for a specific temperature or, in the case of a temperature range, with an upper ("...°C max.") and lower ("...°C min.") temperature limit. The corresponding temperatures or temperature limits should also be noted on the consignment note.
Do not use forklift truck here		This symbol should only be applied to the sides where the forklift truck cannot be used. Absence of the symbol on other sides of the package amounts to permission to use forklift trucks on these sides.
Electrostatic sensitive device		Contact with packages bearing this symbol should be avoided at low levels of relative humidity, especially if insulating footwear is being worn or the ground/floor is nonconductive. Low levels of relative humidity must in particular be expected on hot, dry summer days and very cold winter days.

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Do not destroy barrier		A barrier layer which is (virtually) impermeable to water vapor and contains desiccants for corrosion protection is located beneath the outer packaging. This protection will be ineffective if the barrier layer is damaged. Since the symbol has not yet been approved by the ISO, puncturing of the outer shell must in particular be avoided for any packages bearing the words "Packed with desiccants".
Tear off here		This symbol is intended only for the receiver.

FIG-12

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BHEL-PEM-DELHI-INDIA	
CONSIGNEE	
MATERIAL	
CUSTOMER REF.	MO. NO.
DESPATCH ADVICE NOTE NO.	CASE NO.
DIMENSIONS(MM) LXBXH	NET WT -KGS
	GROSS WT -KGS
SPECIAL INSTRUCTIONS	HANDLE WITH CARE -- KEEP DRY DO NOT DROP -- DO NOT TILT

FIG-13: MARKING PLATE



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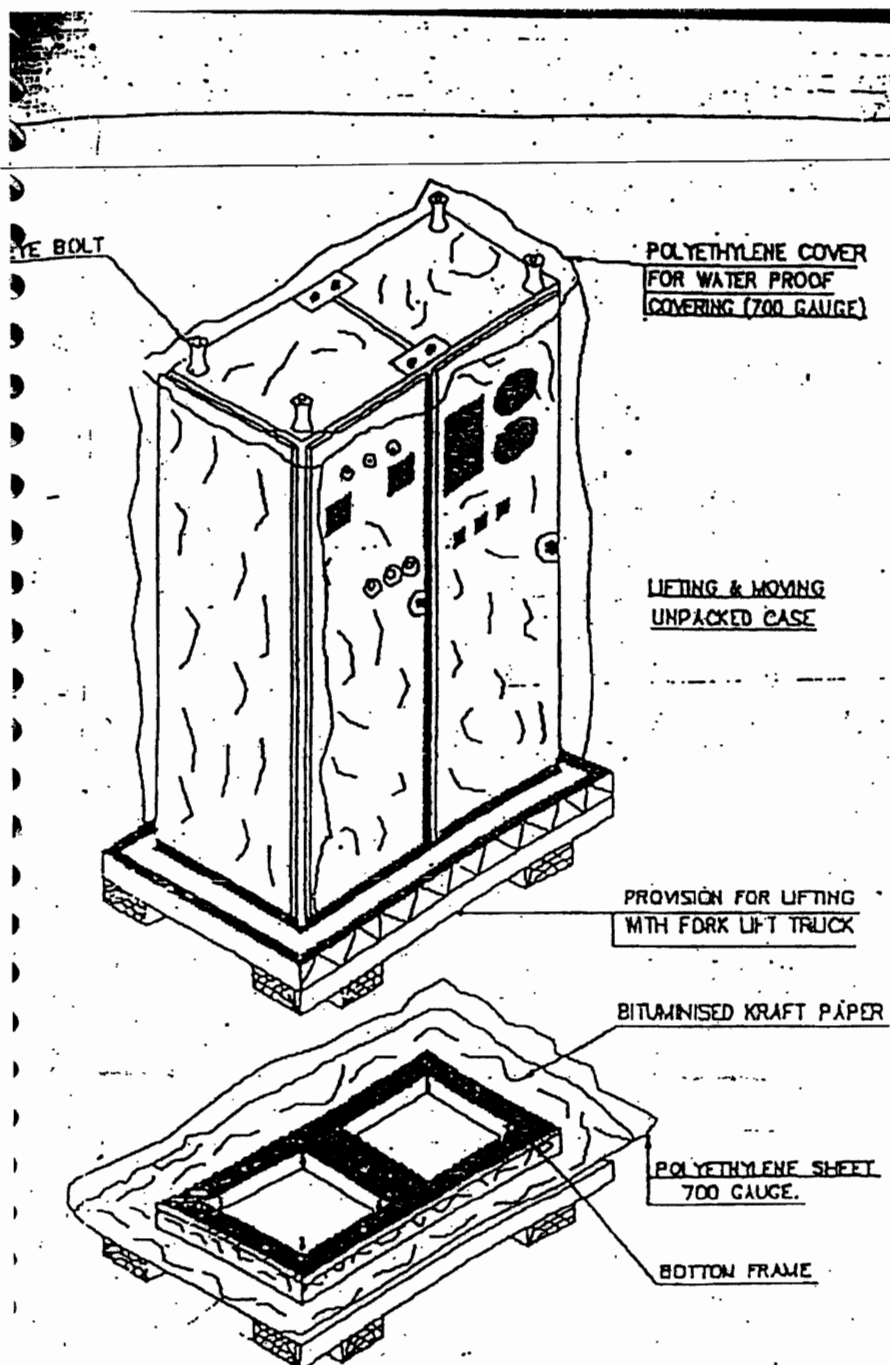


FIGURE-14



TITLE

TECHNICAL SPECIFICATION FOR SEAWORTHY PACKING FOR EXPORT JOBS

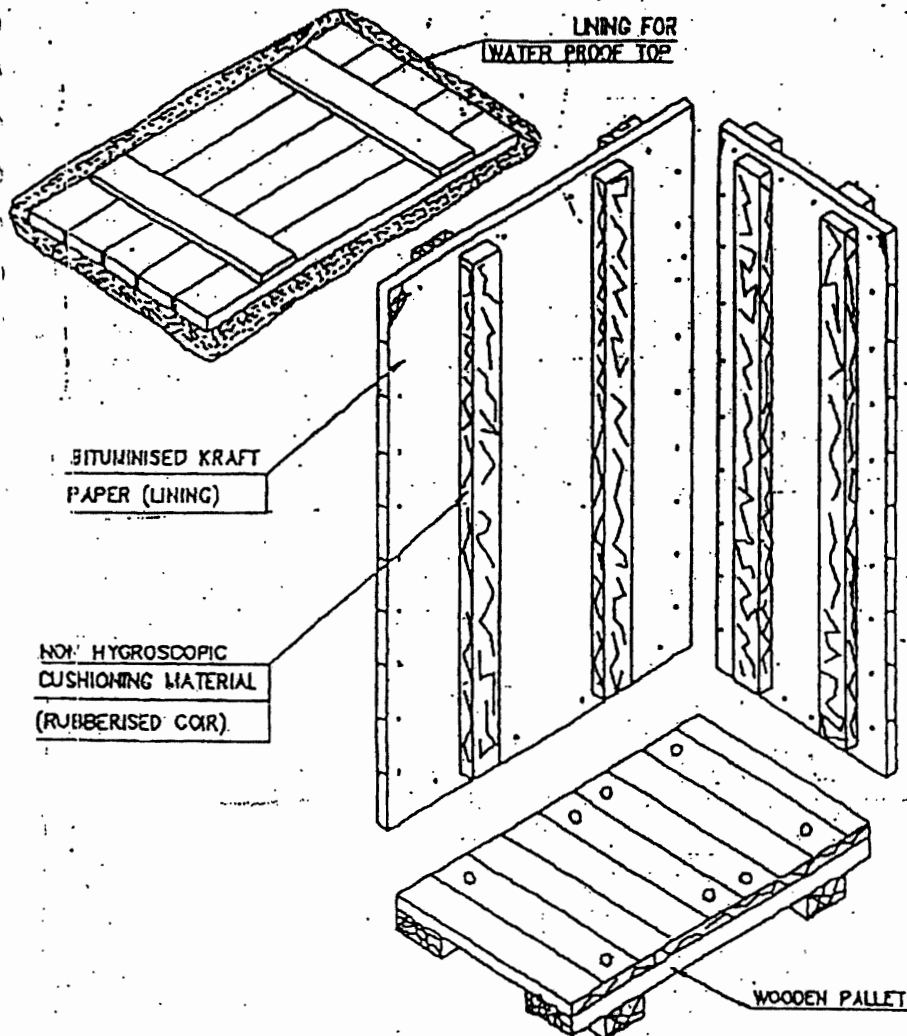
SPECIFICATION NO. PE-TS-888-100-A001

VOLUME II B

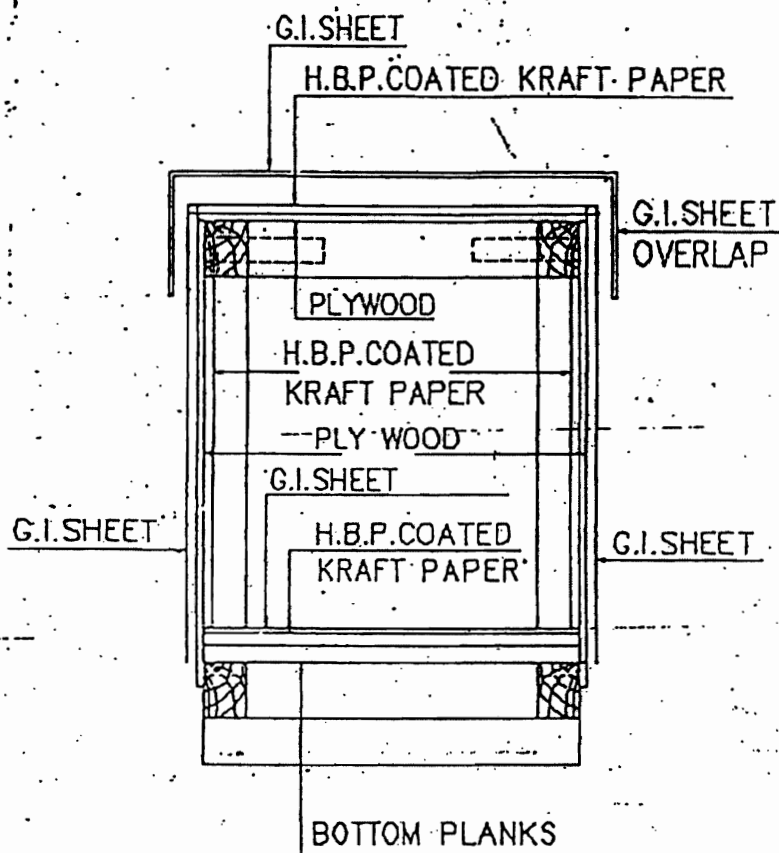
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**FIG-16 : CLOSED PACKING CASE WITH G.I.SHEET
SHOWING LAYERS OF PACKING MATERIALS.**

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10.0 TYPICAL PACKING DETAILS/PROCEDURE FOR MECHANICAL ITEMS

10.1 INSULATION MATERIAL (MINERAL WOOL MATTRESSES)

This specification covers the requirements of seaworthy packing and marking for bonded mineral (rock) wool mattresses having metallic hexagonal wire netting as facing on one or both sides.

10.1.1 TYPE OF CONSTRUCTION

Mattress shall be packed in Polythene (of 0.2 mm thickness) all around and sealed to prevent moisture absorption during transit and storage. Further it shall be wrapped with Bitumen coated Polythene bonded/lined Hessian and stitched and then packed in 5 ply DFC carton box.

Silica gel is used for this purpose to protect contents over sufficiently long time from corrosion. Silica gel shall be of indicating type conforming to IS:304-1979 packed in cotton bags placed at different positions inside the packing for absorbing moisture and shall not come into direct contact with the material inside the package. The quantity of silica gel shall be enough for storage period of one year. However, it shall not be less than 4 gms per litre volume of case subject to minimum of 400 gms per case.

Each mattress as well as the packages shall be serial numbered. Also, printed sheets indicating the nominal thickness, density and wire netting details (i.e. material and size) shall be placed below the wire netting.

Following details shall be legibly written on the packages. The details shall also be typed on a sheet of paper & kept in a sealed Polythene cover, inside the packages

- a) Project Name
- b) Purchase Order No.
- c) Sl. No. of package
- d) Size of mattress (Thickness x Length x Width)
- e) Density
- f) Wire netting material and size
- g) Weight of the package

10.2 INSULATION MATERIAL (ALUMINIUM COIL)

Heavy Gauge Aluminium Coil Packaging are done by Eye-to-Sky packaging or by Eye to eye packaging as per the proven practice being followed by manufacturer of Aluminium sheets.

10.2.1 Type of construction for Eye to Sky packaging

- a. Strapping of coil with polyester strap around circumference at one place.
- b. Putting paper I. D. Edge protector.
- c. Wrapping the coil with VCI stretch film after putting silica gel bags (4 nos.) Inside the coil.
- d. Wrapping the coil with HDPE film.
- e. Covering the coil including its build up & bore with masonite / particle board.
- f. Putting metallic I. D on coil.
- g. Putting O.D edge protector (paper) on coil.

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- h. Putting circumferential polyester strap (3 nos.) & eye polyester strap (4 nos.).
- i. After placing the coil on coil tilter ply wood (10mm thick) of suitable size along with wooden pallet is to be put at the bottom side of the coil.
- j. Coil is to be tilted to eye-to-sky position.
- k. Final strapping with metallic strap to unit coil and skid at 2 places with top cover of plywood.
- l. Fixing the coil with wooden blocks at 4 corners.
- m. Labeling 2 nos.(one metallic & one adhesivetype) For specification, net wt. & gross wt.

10.2.2 Type of construction for Eye to Eye packaging

- a. Strapping of coil with polyester strap around circumference at one place.
 - b. Putting paper I. D. Edge protector.
 - c. Wrapping the coil with VCI stretch film after putting silica gel bags (4 nos.) Inside the coil.
 - d. Wrapping the coil with HDPE film.
 - e. Covering the coil including its build up & bore with masonite / particle board.
 - f. Putting metallic I. D on coil.
 - g. Putting O.D edge protector (paper) on coil.
 - h. Putting circumferential polyester strap (3 nos.) & eye polyester strap (4 nos.).
 - i. Placing of coil on wooden skid Coil is to be tilted to eye-to-sky position.
 - j. Final strapping of coil and skid at 2 places with steel strap. Fixing the coil with wooden blocks at 4 corners.
- Labeling 2 nos.(one metallic & one adhesive type) For specification net wt. & gross wt.

10.3 Packing Procedure for Online Tube Cleaning System and accessories

This procedure is applicable for the shipment of Onload Tube Cleaning System and accessories by sea.

10.3.1 Packing details:

- The Packing case shall be made of treated rubber wood. The design of the case shall be as per Annexure IIIA & IIIB.
- The Equipments shall be placed on the wooden base of the Packing case and fastened if required to arrest the movement of the same.
- Equipment shall be covered by Polythene sheet and inside wall surfaces of the wooden cases also shall be covered by polythene sheet.
- All Nozzles shall be closed with plywood dummies.
- All electrical components assembled or loose shall be covered with polythene sheets along with silica gel pack.
- Silica gel desiccants shall be kept inside each case in sufficient quantities in order to absorb the moisture.

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- Thermocol packing shall be made for glass items like Ball vessel sight glass, Vpiece
- sight glass & pressure gauge.
- Silica gel desiccants shall be kept inside of each case to absorb the moisture.
- A Packing list covered in a polythene envelope shall be fixed inside and outside of each packing case.
- Shipping marks and consignee address shall be painted on the outer surface of the case.
- All handling instruction required for the case like top, sling, rain, handle with care etc, shall be marked on the case as per the symbol attached.
- Machined surface will be applied with Anti rust oil and covered by polyurethane sheet to protect from external oxidation.
- All valves will be closed with dummies to protect the internals and placed in the wooden case which will covered by polyurethane sheet.



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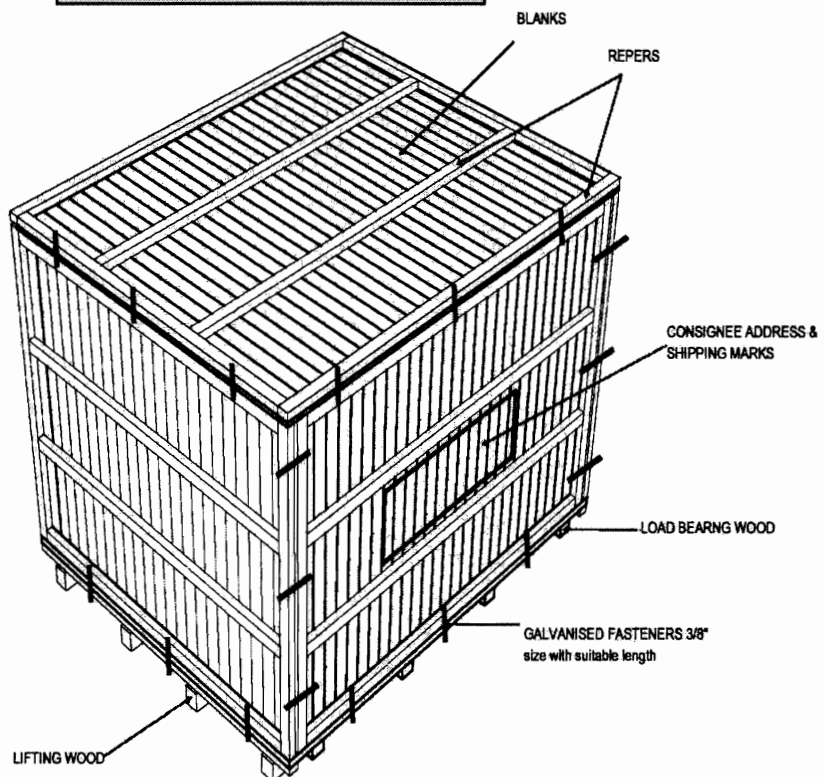
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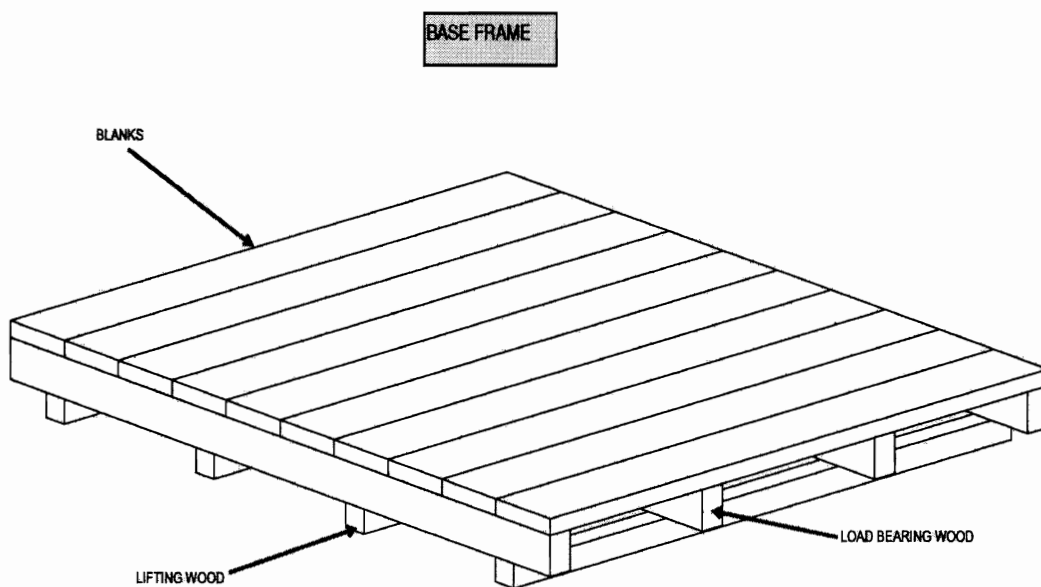
MODEL: FASTNERS TYPE (BASE, SIDE & TOP
ATTACHED WITH BOLT, NUT & WASHER)

This Type of case to be used for
following items:

1. BALL SEPERATOR
2. BALL COLECTOR SKID



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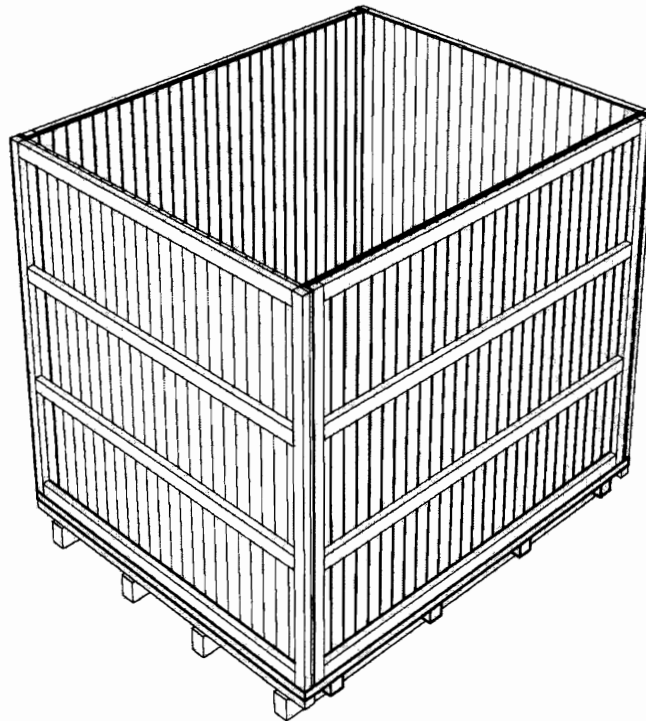
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MODEL: FASTNERS TYPE - WITHOUT TOP





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MODEL: NAILING TYPE
(FRAME & INSIDE REEFER NAILED)

THIS TYPE OF CASE TO BE USED FOR THE
FOLLOWING ITEMS:

1. PUMP SKID
2. CONTROL PANEL
3. LOOSE ITEMS, TOOLS & TACKLES
4. DPMS, BRM
5. SPARES
6. CLEANING BALLS
7. CABLES & ACCESSORIES

Shipping marks & Consignee
Address

BLANKS

LIFTING WOOD

BLANKS

REEPERS

BLANKS

REEPERS

LOAD BEARING WOOD

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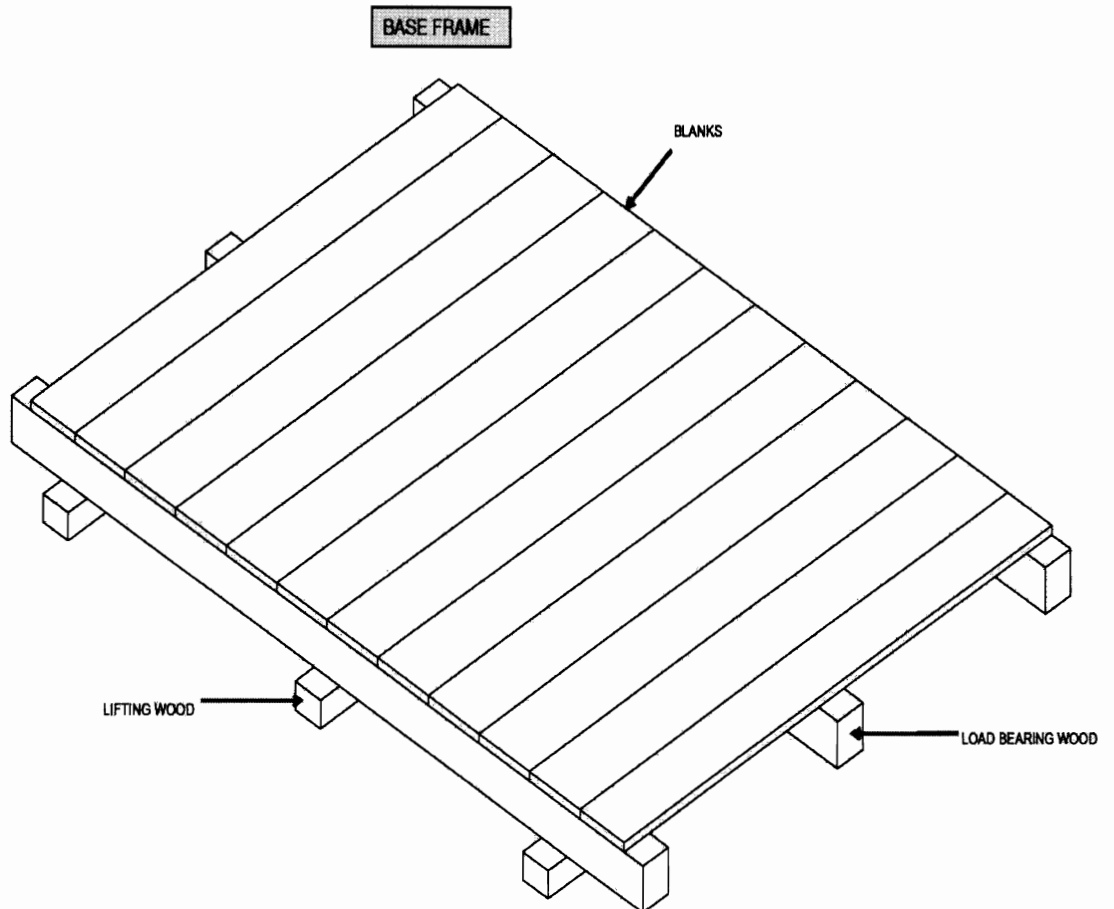
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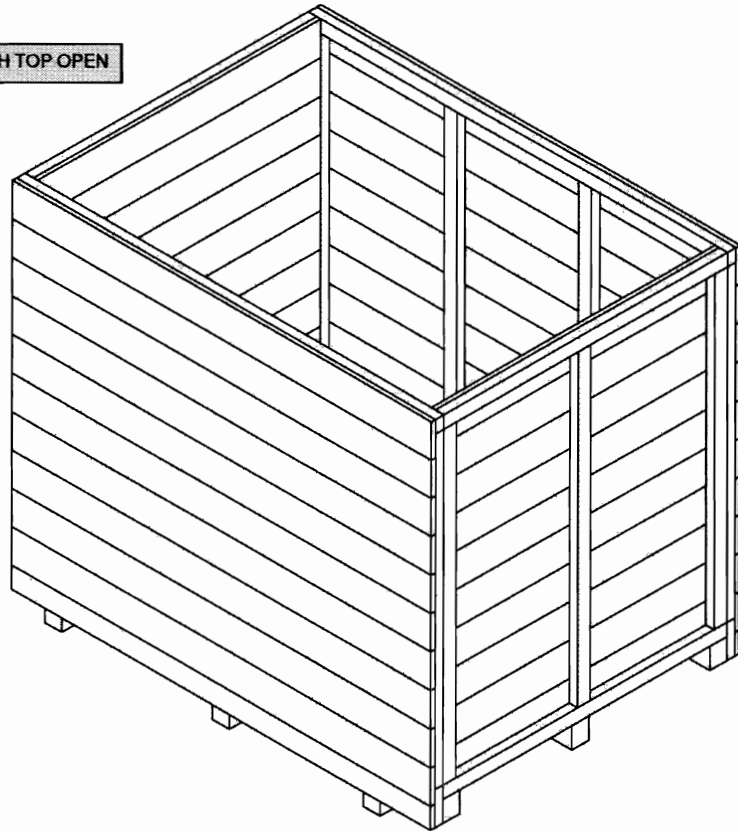
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10.4 PACKING OF LOOSE ITEMS

Loose mechanical, electrical and C&I items e.g. valves, fittings, pressure/temperature gauges/switches, circuit breakers, relays etc shall be individually wrapped using polyethylene sheets/U foam/ thermocol sheets/air bubble sheets depending upon the items and then packed in wooden boxes. The left out spaces and top of the boxes shall be filled with rubberized coir to get proper cushioning effect, Special attention shall be paid to relays, instruments etc for arresting the movements of their operating mechanism during transportation.

The construction of wooden packing cases shall be as per clause 9.3.1 retaining its all features concerning strength of the box. The construction of wooden packing case for electrical and C&I items shall be as per fig-16.

Inner surface of 6 sides of the box shall be lined with bitumen coated hessian polyethylene kraft paper. Rubberized coir of min. 25mm thickness and 100 mm width shall be nailed to inner surfaces of bottom and 4 sides of the boxes.

11.0 PACKING OF ELECTRICAL ITEMS

11.1 CABLES

11.1.1 Type of Equipment
All type of cables..

11.1.2 **Type of Construction**

New or practically new cable drums made of steel and painted with epoxy resin paint are to be used. Cable ends are carefully protected before packing. Over the cables polyethylene sheet shall be wrapped and then sealed properly. Cable drum can be put in wooden crates for ease in transportation and handling. (Wooden cable drum is also acceptable, however vendor to furnish constructional details for approval).



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FOR EXPORT JOBS

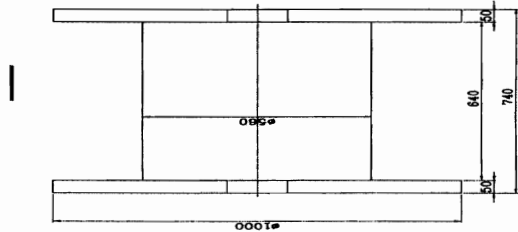
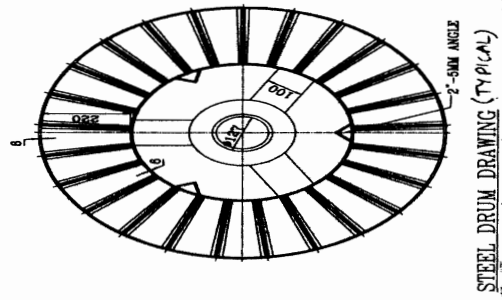
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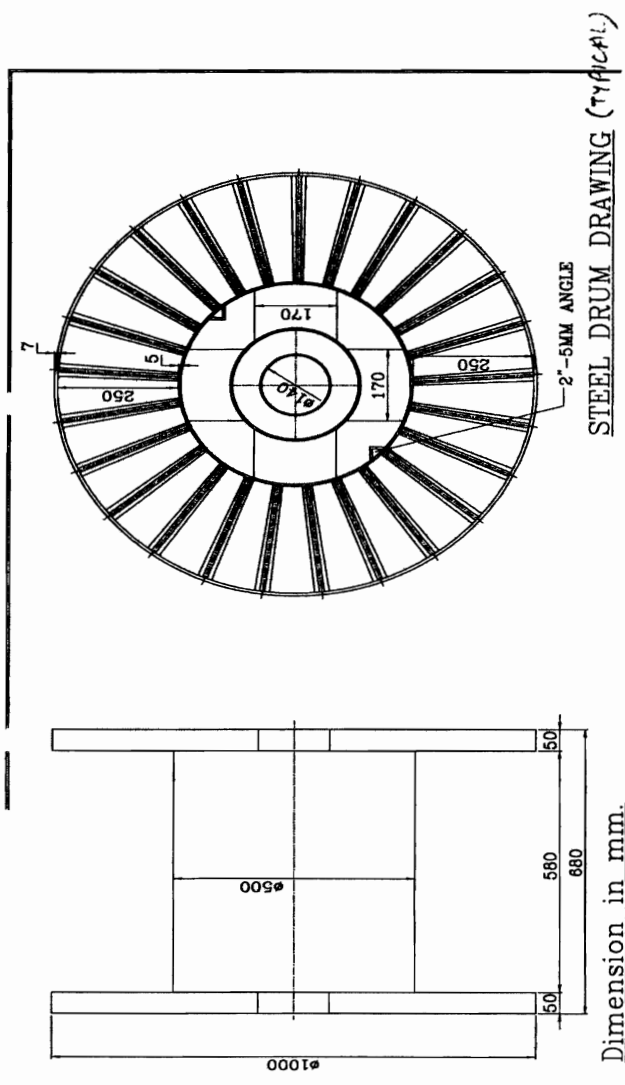
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11.2 PACKING OF CABLE TRAYS & ACCESSORIES AND CABLE TRAY SUPPORT MATERIAL

11.2.1 Cable trays can be packed in wooden boxes as per fig 1 to 11 or in steel boxes. Details of steel box construction is as indicated below.

- 1) All Dimensions are in "mm" unless otherwise stated.
- 2) Packing Box shall be fabricated using 50x50x6mm MS Angle, 50x3mm Flat, 2.5 mm thick C Channel, 1mm & 1.6mm Thick sheet.
- 3) Finish of Packing Box Shall be Galvanized.
- 4) Angle & Channel Section forming part of the Main frame shall be welded thoroughly with each other to give a rigid structure.
- 5) Sheet Section and Flat section shall be bolted/ Riveted/ Welded suitably to the Main frame stated in '4' above.

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- 6) Welding Portion on galvanized surfaces shall be painted with Zinc Rich Paint.
- 7) Dispatch details such as consignor/consignee address, contract and case details, 'country of origin, port of delivery, stacking instructions shall be written on one of the side of boxes. An anodized aluminium plate as per details and specifications given in page 3 of 5 shall be provided on the boxes
- 8) One copy of packing slip wrapped in polythylene bag covered with suitable aluminium .packing slip holder to be nailed on the external surface of the box. One more copy 9f the packing Slip wrapped in polythylene bag to be kept inside the box at the prominent place.
- 9) **INDICATION MARKS ON THE BOXES:** Markings shall be provided on the boxes indicating position of Boxes for handling, storage and nature of consignment. For guidelines referred page 4 of 5. The ink issued for this purpose as well as for marking dispatch instruction shall be indelible/non-washable marking ink.
- 10) Each item as mentioned in BOQ shall be packed & supplied as a set comprising of required numbers of associated fasteners & hardware etc

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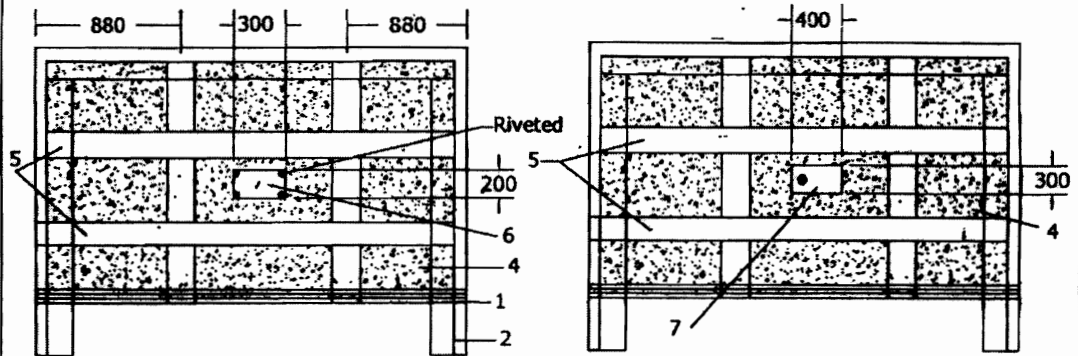
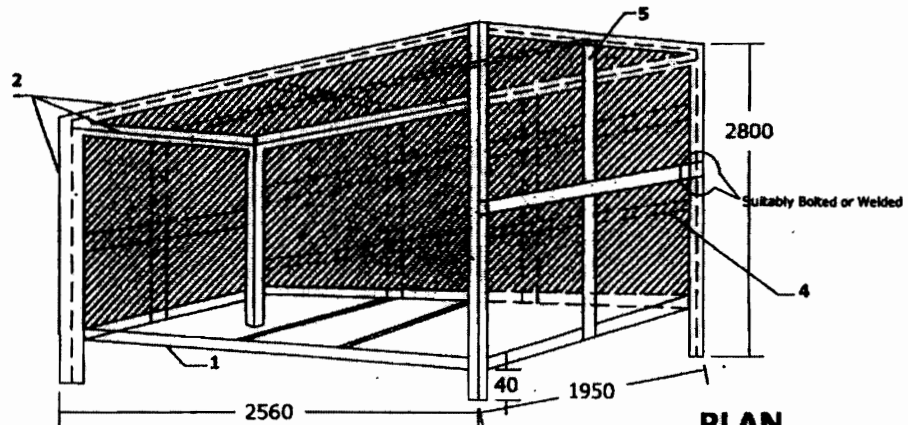
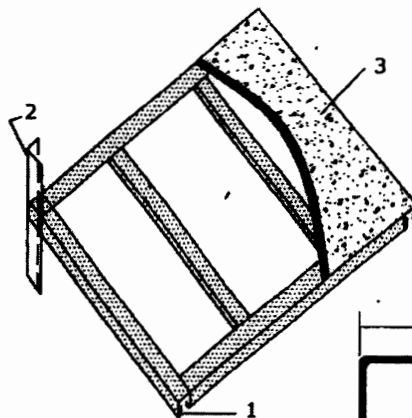
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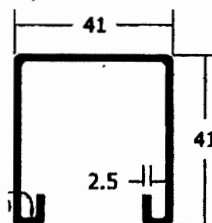
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STEEL PACKING (TYPICAL DETAILS)**FRONT SIDE OF BOX****BACK SIDE OF BOX****BOTTOM FRAME ARRANGEMENT****Note:**

1. "C" Channel to be used on Bottom Frame.
2. 50x50x6 Angle to be used Vertically on four sides of the Box and Horizontally on four sides on the top Frame.
3. 1.6mm thick sheet (plain) on Bottom Plate.
4. 1.0mm thick sheet to cover top & four sides of BOX.
5. 50x3 Flat as additional cross members to be used Horizontally & Vertically on top & Four Sides of Box.
6. Anodised Aluminium Plate for Marking.
7. Hinged Inspection Window.

**DETAILS OF "C" CHANNEL**

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11.3 PACKING FOR STATION LIGHTING SYSTEM

Aspects of packing specific to equipments / items of station lighting system are given here. All other instructions / aspects as per the main specification of export packing which are not covered here shall also be applicable.

11.3.1 For LIGHTING TRANSFORMER, DISTRIBUTION BOARDS, LIGHTING PANELS,

- Construction of packing case for LIGHTING DISTRIBUTION BOARDS, LIGHTING PANELS, TRANSFORMER . shall be EITHER as per FIGURE 1,2,3,5,6,7,8,9,10,11 OR FIGURE 14,15,16.
- Each Panel/Transformer shall be individually covered with double polythene sheet of thickness 175 microns minimum.
- All the 6 inner surfaces of packing shall be nailed with bitumen coated hessian polythene craft paper. Wherever 2 pieces of craft paper are used, the joint shall have minimum overlap of 20mm.

For the top frame it shall be project on all sides by 100mm and shall be nailed on sides .

- The gap between the panels and packing case shall be filled with rubberized coir of thickness 50mm minimum and width 100mm. The distance between two consecutive supports of rubberized coir shall be less than 500mm.
- Silica get packed in cotton bags shall be placed at different positions inside the packing.
- Packing case shall be finally covered with GI sheet of thickness 0.4mm minimum.

11.3.2 For LUMINARIES, RECEPTACLES. EMERGENCY LIGHT, 240/24V TRANSFORMER, CEILING FAN, SWITCH BOARDS, FLEXIBLE CONDUIT, WIRES, EARTH WIRE. JUNCTION BOXES, ERECTION COMMISSIONING SPARES, RECOMMENDED SPARES , ERECTION MATERIAL AND CONSUMABLES

- Construction of packing case for THE ABOVE MATERIAL shall be as per FIGURE 1to11.
- Items placed inside the case shall be covered with double polythene sheet of thickness 175 microns minimum.
- All the 6 inner surfaces of packing shall be nailed with bitumen coated hessian craft paper. wherever 2 pieces of craft paper are used, the joint shall have minimum overlap of 20mm. For the top frame it shall be project on all sides by 100mm and shall be nailed on sides.
- Silica get packed in cotton bags shall be placed at different positions inside the packing.

11.3.3 For CONDUIT PIPE

As per international practice pipes are shipped in open bundles with metal strapping. Packing as per attached figure A shall be provided which is described as following:

- Each bundle shall be wrapped with 2 layers of 175 microns thick polythene sheet.
- Then bundle will be wrapped with bitumen coated hessian craft paper.
- Bundle shall be strapped with steel straps.
- An anodized aluminium packing description plate as per Figure No. 13 shall be provided.

11.3.4 For POLES

Poles will be wrapped with 2 layers of minimum 175 microns thick polythene sheet and then with bitumen coated hessian craft paper, packed as per Figure – C i.e. bundling.

11.3.5 For STRUCTURAL STEEL

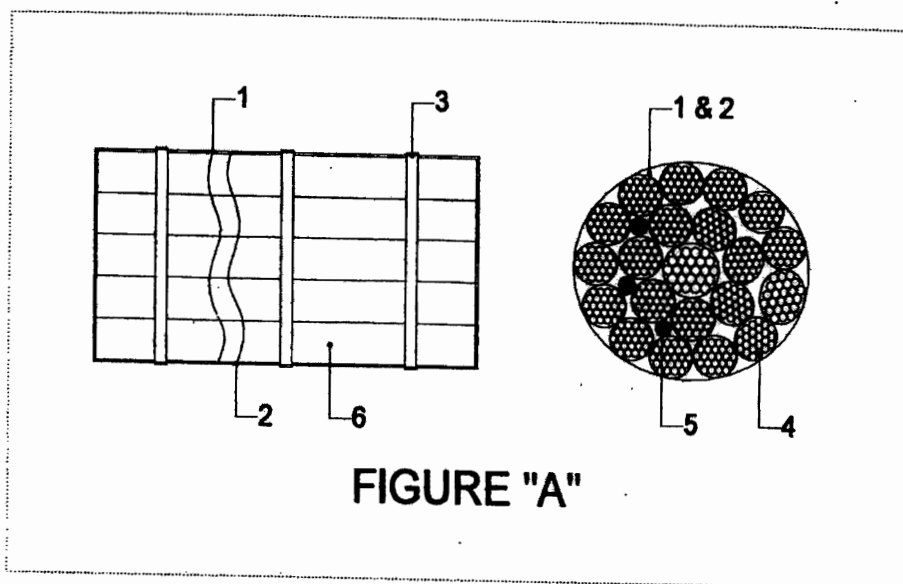
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Structural steel will be different sizes and shapes. Hence it will be packed as per Figure No. B and described as following :

- a) Each bundle shall be wrapped with 2 layers of 175 microns thick polythene sheet.
- b) Then bundle will be wrapped with bitumen coated hessian craft paper.
- c) Bundle shall be strapped with steel straps.
- d) An anodized aluminium packing description plate as per Figure No. 13 shall be provided.

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PACKING PROCEDURE FOR CONDUIT PIPE



- 1) LAYER OF BITUMEN COATED HESSIAN KRAFT PAPER.
- 2) LAYER OF POLYTHENE SHEET.
- 3) METAL STRAPPING.
- 4) CONDUIT PIPES.
- 5) SILICA GEL POUCHES.
- 6) BUNDLES OF CONDUIT PIPES.

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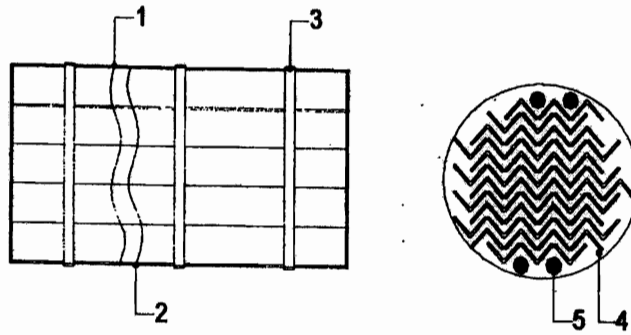
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PACKING PROCEDURE FOR STRUCTURAL STEEL**FIGURE "B"**

- 1) LAYER OF BITUMEN COATED HESSIAN KRAFT PAPER.
- 2) LAYER OF POLYTHENE SHEET.
- 3) METAL STRAPPING.
- 4) STRUCTURAL STEEL.
- 5) SILICA GEL POUCHES.



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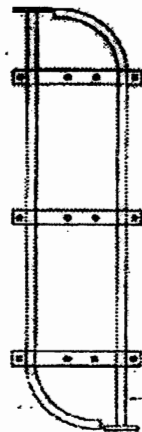
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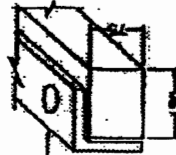
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packing procedure for poles



POLES WRAPPED WITH POLYTHENE SHEET &
EXTRUDING COATED HESSIAN CLOTH



TOP WOODEN BATTEN TO BE
FIXED WITH 150x80x6 MM ON TOP
OF IT FOR TIEING THE ROD
25 MM DIA



BOTTOM WOODEN BATTEN TO BE
FIXED ON 150x80x6 MM ANGLE

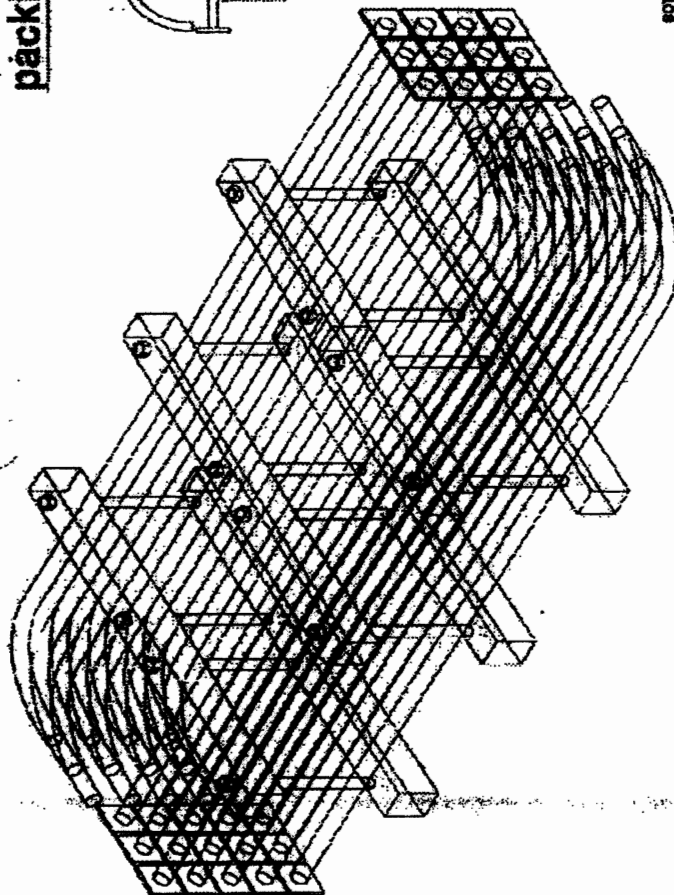


FIGURE "C"

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11.4 PACKING FOR DC BATTERY

The packing procedure for seaworthy packing of DC Battery is defined below, which is capable of withstanding impacts, compression, vibration, toppling, sea water spray, prevention against rust, temperature and extreme atmospheric conditions. Aspects of packing specific to equipments / items of DC Battery are given here. All other instructions / aspects as per the main specification of export packing which are not covered here shall also be applicable.

The packing procedure consists of various stages namely primary packing, cushioning, securing, desiccant, outside packing box, Runners/ sliders/ transverse bars of plywood, etc., provided for each movement.

- a) The packing boxes shall be made up of plywood boxes (thickness 9mm min.) with blocks at the bottom of the box for provision for handling the boxes using the forklift. The packing boxes sizes are generally standardized to half-euro size (capable of handling equipment's weight).
- b) Rubberized coir of 25mm thickness shall be provided as cushioning material at the bottom and thermocole of 20mm shall be provided inside on all four sides. Other than this polyethylene film wrap or cover also will be provided. Left out spaces to be filled with rubberized coir/ thermocol to get cushioning effect.
- c) Silica gel in dust free air permeable cotton/paper bag shall be placed in the packing boxes for storage period of 1 year as per IS 304 (1979)
- d) While packing the cells, transit caps (polypropylene) of red and blue shall be used for big size cells for ensuring that cells does not get damaged during the transport due to vibrations etc.
- e) The battery accessories shall be packed with suitable precautions as follows:
 - i) Copper connectors shall be packed after making bunches with lead wire seals to avoid misplacement.
 - ii) Hardware items shall be packed in polyethylene bags (Thickness $\geq 0.175\text{mm}$) with item slip
 - iii) Battery rack shall be packed in dismantled condition, wrapped with polyethylene sheet
 - iv) For Ni-Cd type battery, electrolyte in solid form for dry cells shall be packed in cans with KOH, LiOH being packed separately.
 - f) Galvanized Steel straps are provided for binding the packing box sides.
 - g) The handling instructions shall be marked in indelible/ non-washable ink, indicating the upright position.

11.5 PACKING OF SERVICE TRANSFORMERS(OIL FILLED) & ACCESSORIES

This instruction is applicable for packing of transformers (oil filled), its accessories and components so as to ensure safe delivery to end user. Aspects of packing specific to equipments / items of transformers(oil filled) are given here. All other instructions / aspects as per the main specification of export packing which are not covered here shall also be applicable.

11.5.01 PACKING DETAILS :

- a) Items shall be packed in case / crates as per the shipping list.
- b) All fragile items and small items shall be packed in cases and to be marked as "Fragile, handle with care Fragile items".
- c) Fragile accessories are to be first packed in their original boxes (VENDOR's packing). Very

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- d small / delicate items such as glass thermometer, door keys shall be packed in separate box.
- d In case original box is found damaged, suitable alternate box or packing method using felt or foam sheet and polythene wrap to be used.
- e These boxes are then placed in identified wooden boxes. Inside of such boxes are lined with a layer of polythene sheet, packing wool / grass and another layer of polythene sheet before placing the boxes. All boxes are then wrapped with this polythene sheet before closing the box. Fragile items shall not be placed loose, one above the other inside the case.
- f All wiring cables, connection flats of non-ferrous materials, CTs, valves bellows shall also be packed.
- g Items like CTs, Oil communicating bushings, insulators, wired equipments and housings such as RTCC Panel, M. Box, Drive Mechanism, thermometers, gauges shall be wrapped in polythene from all around.
- h Buchholz relay and OSR relay openings will be blanked using covers, before putting them in the box
- i Items shall be carefully lowered and arranged inside the crate / case and each item shall be locked from all sides in such a way to avoid its movement in any way. Wooden stoppers and separators shall be provided for this and nailed to the crate / case wood.
- j Wooden planks and batons in contact with fragile items shall be provided with kit foam at the locations of contact.
- k Oil communication bushings shall be packed in separate case on V or U shape wooden felted supports, as in case of condenser bushings.
- l While placing and arranging the items inside the crates / cases, these shall be verified for correctness and then the packing note shall be signed. The cover top of the crate / case shall then be closed.
- m The main equipment like transformer tank shall be packed suitably to prevent any damage during transit / storage. Support structures like frame, header supports etc. shall be crated. Conservator headers shall also be crated. Radiators pipe work and other instruments & components shall be packed in cases. All the cases shall be lined with polythene from inside.

11.6 ALTERNATIVE PACKING CASES FOR CONTROL PANELS AND SWITCH GEARS

For Control and switch gear panels, construction of wooden packing cases may be provided as per fig 14 & 15 and as detailed below.

Thickness of planks for all sides, binding and jointing battens shall be at least 25 mm. Width of the plank shall be at least 125mm and that of binding and jointing planks shall be at least 100mm.

Top frame shall be suitable so that it does not collapse due to sandwiching between slings while lifting. Longitudinal and traverse bars for the bottom wooden pallet to be suitably selected.

Diagonal bracings shall be as per cl 9.3.1.3 and all other requirements shall be as per clauses 9.3.1.4 to 9.3.1.6.

12.0 Containerization

As required by BHEL, the VENDOR shall stuff the GOODS into 20 or 40 foot containers (dry, open top, flat racks, etc.).

The maximum inside dimensions of containers are to be considered:

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- 40 foot containers: 11.80 m x 2.20 m x 2.05 m
- 20 foot containers: 5.80 m x 2.20 m x 2.05m
-

The present definition of containerization is valid for sea containers only. Vendor to check the size of containers before start of packing of equipment.

12.1 Protection of Cases/Crates

Since shipping containers are in general not water tight, packing in contact with the floor of the container shall be raised in order to prevent it from being damaged by the accumulation of water.

12.2 Mechanical Constraints

The mechanical constraints for "general use" closed containers are of a different nature (height of "stacking" being limited inside the containers), the packing for the GOODS may be of a lighter structure. However, it is necessary that the packing be appropriate so as to protect the GOODS on site during the storage period, as required after discharging of the GOOD'S from the containers.

Note:

It is the responsibility of the VENDOR to ensure that the cases/crates are stowed, secured and fastened inside the container. The VENDOR will take all necessary precautions to conform to the maximum weight allowed and the centre of gravity of the container. The securing and fastening of the cases/ crates can be carried out by nailing timbers on the bottom or on the vertical sides of the container.

13.0 Other Services to be provided by Vendor

In addition to the packing and shipping documents, VENDOR must also carry out the following services, which shall be included in his quotation:

Carriage of VENDOR's sub-contracted equipment and material, which must be re-grouped in VENDOR's or PACKER's workshops, whilst waiting for packaging.

BHEL reserves the right to postpone the shipping of the GOODS. In this event, any storage and insurance costs during the first ninety (90) days shall be borne by the VENDOR.

Loading, including lifting, securing, lashing, and stowing, of all cases, crates, or packages onto means of transportation such as, but not limited to, trailers, containers, etc.

14.0 Responsibilities and Guarantees

VENDOR is responsible for the choice of category for packing according to the transport facilities used, and on the basis of the present document. In case of doubt or disagreement regarding the choice, VENDOR must inform BHEL prior to packing and await BHEL's approval. All phases of packaging, marking, loading, etc. will be subject to BHEL inspection.

BHEL reserves the right to reject the packing when the packing does not conform to these instructions and/or when the packing does not ensure perfect protection of the GOODS. VENDOR is responsible for the weights and dimensions declared, and the marking of the packages.

The documents must be in strict conformity with the packing contents.

The packing specified in these "Packing, Marking and Shipping Instructions" is guaranteed for a twelve (12) months storage period after delivery on site.

VENDOR is responsible for providing storage recommendation adapted to the GOODS. According to this guarantee, VENDOR is held responsible in the event of goods becoming

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useless, damaged or broken, as a result of poor packing and/or stowing, or due to corrosion, subsequent to insufficient or inadequate protection. All direct or indirect costs resulting thereof, will be back-charged to VENDOR.

Payment Mechanism at BHEL, Ranipet

(Effective for all tenders issued by BHEL Ranipet from 01 July 2011 onwards unless otherwise notified of change/s in writing given by an authorized official of BHEL, Ranipet)

BHEL, Ranipet's payment mechanism will be as follows: (All Bidders are requested to read this carefully and take note of it before submitting their offer)

All bills of Suppliers processed for payment by BHEL, Ranipet shall pass through the following mile stones:

- (1) Receipt of materials at BHEL, Ranipet Stores (evidenced by the Day-Book Number and Date generated at BHEL Stores, Ranipet) or Receipt of materials at Project Site / Destination specified in the Purchase Order (as evidenced by the acknowledgement given by the Consignee).
- (2) Acceptance of the supplied materials at BHEL Stores, Ranipet. (Proof of evidence: Stores Receipt voucher - Short form "SRV", raised by BHEL Stores, Ranipet referenced by the SRV Number and Date)
- (3) Receipt and Registration of the Bills / Invoices of the Supplier at BHEL, Ranipet Accounts Department. (evidenced by the ABS Number and Date)
- (4) Receipt of clarifications, if any that may be required by BHEL, Ranipet Accounts or Purchase Department, from the Supplier. (As evidenced by the IOM Inward Date)
- (5) Bill processing and passing.
- (6) Payment release.

All these events are transparently available in the SCM web-site of BHEL, Ranipet, { <http://bapscm.bhelrpt.co.in/purc> } which can be viewed by all registered suppliers with a password.

Allowed Time frames:

- A] From DB to SRV: 10 Days
- B] From SRV to ABS: 15 Days
- C] From ABS to Bill Pass: 07 Days (if Stage 4 above is not applicable)

OR

From IOM to Bill Pass: 07 Days (if Stage 4 above is applicable)

- D] From Bill Pass to Payment Release: As per payment terms of the Purchase order.

All Suppliers payment/s would be released based on seniority of receipt of the processed bills at the payment section of BHEL, Ranipet Accounts Department.

The seniority would be based on the sequence of milestone events listed above.

In the sequence of the bill processing the preceding mile-stone seniority will be void, if the subsequent event occurs beyond the permitted time frame between two successive events.

Thus for example:

Start seniority would be with the DB date.

If the SRV date is greater than 10 days of the DB date, then the seniority of the DB date would be replaced by the SRV date.

If the ABS date is greater than 15 days of the SRV date, then the seniority would be reckoned by the ABS date.

If the Bill pass date is greater than 07 days of the ABS date then the seniority would be the date of inward receipt of the IOM.

The logics of these sequence is that SRV, ABS, IOM inward entry are dependent entirely on submission of correct documentation by Suppliers, as called for in the Purchase Order. If the documents are correctly submitted each of the milestone listed above will occur within BHEL, Ranipet within the timelines specified above.

Hence, in their own interest all Suppliers are requested to take note of this process and comply with the same.

Caution: Suppliers' payments would get delayed / affected if they fail to adhere to the submission of the documents specified in the Purchase Order / Contract, since the listed milestone events occurrence are contingent upon the availability of the requisite documents.



**SHIPPING AND PACKAGING INSTRUCTIONS
FOR**

**2 x 660 MW MAITREE SUPER THERMAL POWER
PROJECT, BANGLADESH**

OF

**BANGLADESH-INDIA FRIENDSHIP COMPANY (PVT.) LTD
(BIFPCL)**

Document Revision-0

Approved by	Checked by	Prepared By
Jasvindra Pal Singh/AGM	Akhilesh Kumar/DGM	Sandeep Singh/Dy. Manager
<i>Jasvindra Pal Singh</i> 11/09/17	<i>Akhilesh</i> 11/09/17	<i>Singh</i> 11/09/17

Bharat Heavy Electricals Limited
Maitree Export Project Group
International Operation Division
Integrated Office Complex, Lodhi Road
New Delhi -110003



Ref: IO/MEPG/S&P/01
Date: 12th September 2017

2x660 MW Maitree STPP, Bangladesh: Shipping and Packaging Instructions Rev-0

Following dispatch instructions for effecting supplies under the above contract are being issued for compliance by all the units/region involved in this project.

Sr. No.	Item No.	Details	Action By
A	1	<u>Purchaser's Name and Address:</u> Bangladesh-India Friendship Power Company (Pvt.) Limited (BIFPCL), Level-17, Borak Unique Height, 117, Kazi Nazrul Islam Avenue, Eskaton Garden, Dhaka-1217, Bangladesh Attention: Mr. Ujjwal Bhattacharya Managing Director, BIFPCL Tel : +8823941805 E-mail : cto@bifpcl.com ; md@bifpcl.com	For information
B	1	<u>Delivery Terms:</u> Site Incharge, 2x660 MW Maitree Super Thermal Power Project, PO-Kalekharber, Union-Rajnagar, Upajila-Rampal, Dist: Bagerhat-9343, Bangladesh Contact No.: +8801678582823	Units to ensure proper marking on the boxes so as to Identify the final destination clearly.
C	1	<u>Seller's Name and Address:</u> Bharat Heavy Electricals Limited International Operations Division Lodhi Road, Integrated Office Complex New Delhi –110003, INDIA Through Various Units/Divisions	For information
D	1	<u>Payment Terms for Equipment, Material & Plant Supply:</u> Advance - 15% of the Contract price. Sight Payment - 65 % of total CIF Value of equipment, materials and plant on submission of shipping documents Delivery Payment - 10% of total CIF cost of supply of equipment, materials and plant against receipt cum damage report. PAC - 5% on receipt of Provisional Acceptance Certificate. FAC - 5% on the receipt of Final Acceptance Certificate	All Units

Sr. No.	Item No.	Details	Action By
E	1	<u>Shipping Marks:</u> Each package or shipping unit shall be clearly marked or stenciled on at least two sides as follows: “BANGLADESH-INDIA FRIENDSHIP POWER COMPANY (Pvt.) LIMITED, 2X660 MW MAITREE SUPER THERMAL POWER PROJECT, BANGLADESH” EPC Contractor - Bharat Heavy Electricals Limited, India In addition, each package or shipping unit shall have the symbol painted in red on at least two sides of the package, covering one fourth of the area of the side.	All Units
F	1	<u>Consignee:</u> BOARD BILL/S OF LADING MADE OUT TO THE ORDER OF /OR AIRWAY BILL CONSIGNED TO AND/OR CONSIGNED NOTE FOR TRANSPORT BY TRUCK CONSIGNED TO Managing Director, Bangladesh-India Friendship Power Company (Pvt.) Limited, Level-17, Borak Unique Height, 117, Kazi Nazrul Islam Avenue, Eskaton Garden, Dhaka-1217, Bangladesh Contact No.: +8823941805 ** Any change as per LC shall be taken care of.	All Units
G	1	<u>Notifying Party :</u> DGM(C&M) Bangladesh-India Friendship Power Company (Pvt.) Limited, Level-17, Borak Unique Height, 117, Kazi Nazrul Islam Avenue, Eskaton Garden, Dhaka-1217, Bangladesh Contact No.: +8801678582831 E-Mail:epcmainplant@bifpcl.com ** Any change as per LC shall be taken care of.	All Units
H		Packing Instructions & Inspection Prior to Dispatch by Supplying Units/Sub-Vendors:	
H	1	Packing (tare) shall be part of the Equipment cost and shall not be subject to return. The packing should ensure integrity and cohesiveness of each delivery batch of Equipment during transportation. In case of Equipment assemblies and unit's delivery in the packing of glass, plastics or paper the specification of packing with the material and weight characteristics are to be indicated. Hazardous goods must be packed as per international standards/practice.	All Units/Suppliers
H	2	<u>Special instructions as per BICPCL :</u>	

Sr. No.	Item No.	Details	Action By
H	2.1	All equipment and materials and other Plant shall be suitably coated wrapped, or covered and boxed or crated for export shipment and to prevent damage during handling and storage at the Site. Cardboard containers shall be enclosed in a solid wooden container.	All Units/Suppliers
H	2.2	Equipment and process materials shall be packed and semi-knocked down, to the extent possible, to facilitate handling and storage and to protect bearings and other machine surfaces from oxidation. Each container, box, crate or bundle shall be reinforced with steel strapping In such a manner that breaking of one strap will not cause complete failure of the packaging. The packing shall be of best standard to withstand rough handling and to provide suitable protection from tropical weather while In transit and while awaiting erection at the Site.	All Units/Suppliers
H	2.3	Equipment and materials in wooden cases or crates shall be properly cushioned to withstand the abuse of handling, transportation and storage. Packing shall include preservatives suitable to tropical conditions. All machine surfaces and bearings shall be coated with oxidation preventative compounds. All parts subject to damage when in contact with water shall be coated with suitable grease and wrapped in heavy asphalt or tar impregnated paper.	All Units/Suppliers
H	2.4	Crates and packing material used for shipping will become the property of Employer, but the Contractor will be allowed to use the same for the Work as needed, but the remaining material shall be turned over to Employer upon completion of the Project. Provided however, shippers container used for transportation of material shall be returned to the Contractor.	All Units/Suppliers
H	2.5	Each part of the equipment which is to be shipped as a separate piece or smaller parts packed within the same case shall be legibly marked to show the unit of which it is part, and match marked to show its relative position in the unit, to facilitate assembly in the field. Unit marks and match marks shall be made with steel stamps and with paint.	All Units/Suppliers
H	2.6	Each case shall contain a packing list showing the detailed contents of the package. When any technical documents are supplied together with the shipment of materials no single package shall contain more than one set of such documents. Shipping papers shall clearly indicate in which packages the technical documents are contained.	All Units/Suppliers
H	2.7	The case number shall be written in the form of a fraction, the numerator of which is the serial number of the case and the denominator the total number of case in which a complete unit of equipment is packed .	All Units/Suppliers

Sr. No.	Item No.	Details	Action By
H	2.8	Wherever necessary besides usual Inscriptions the cases shall bear special indication such as "Top", "Do not turn over", "Care", "Keep dry", etc., as well as indication of the centre of gravity (with red vertical lines) and places for attaching slings (with chain marks). For all fragile equipment , unit should take special care to pack and label with additional markings such as “ FRAGILE-HANDLE WITH CARE” , “ LIFTING POINTS” , “ THIS WAY UP” , “ DO NOT STACK” etc. to protect them from damage in transit.	All Units/Suppliers
H	2.9	Cases which cannot be marked as above shall have metal tags with the necessary markings on them. The metal tags shall be securely attached to the packages with strong steel binding wire. Each piece, skid, case or package shipped separately shall be labelled or tagged properly.	All Units/Suppliers
H	3	Each package should have the following inscriptions and signs stenciled with an indelible ink legibly and clearly: Destination: Package number: BHEL/MTR/BD/XXX/YYY/ZZZZZ where XXX stands for Unit abbreviation e.g. HWR , HYD ,EDN, PEM, RPT, PCRI, TBG, PC, JHS,TRY, EPD, ISG etc. and YYY stands for Vendor abbreviation. Following series of ZZZZZ should be used by different Units- HWR (10000), PCRI (17000), RDP(18000), HYD(20000), TBG(25000), PEM (30000), TRY(40000), PC(50000), HPVP(57000), PSER(60000), ISG(70000), BPL(80000), RPT(85000), EPD (90000), JHS(92000), EDN(95000). if first package is dispatched from HWR and vendor named as ABC then package should be numbered as : BHEL/MTR/BD/HWR/ABC/10001 Gross and Net weight: Dimensions: Lifting places: Handling marks and the following delivery marking: CONTRACT No. BIFPCL/EPC-MAIN PLANT/2016/01 PURCHASER: BIFPCL, Bangladesh	All Units/Suppliers
H	4	Completeness of Contents of each packing case:	
H	4.1	Concerned CQA/Unit QC/Third Party Inspection Agency shall verify the completeness of contents of each package w.r.t packing list both in terms of quality and quantity before authorising dispatch of the consignment.	All Units/Suppliers
H	4.2	Packing commensurate with international standards and accepted norms will be ensured by CQA/ Unit QC/Third Party Inspection Agency. Packing has to be sea-worthy and secure. As far as possible, the packing has to be rectangular in shape for optimum space utilization in the ship and economize on shipping costs. Projections on packages are prohibited.	CQA/All Units

Sr. No.	Item No.	Details	Action By
H	4.3	The packing list has to be checked and certified by the Inspection agency with due signatures. All packages shall be enclosed in suitable GI sheets on all sides.	CQA/All Units
H	4.4	No loose items / Gunny bag packing are allowed for shipment. Proper pallets and crates are to be used for packing of Oil drums and Structures.	CQA/All Units
H	5	<u>Routing of Packing Lists:</u> Packing list is an extremely important document, which forms a part of export documentation in connection with the processing of customs formalities. Packing List has to be generated by units/Unit vendors and sent to MEPG and ROD Chennai/Kolkata (both at the same time), two weeks in advance, for processing and obtaining shipping bills' clearances and avoiding any delay at Kolkata/Haldia/Chennai port.	All Units/ suppliers
H	6.1	<u>Advance intimation to ROD- Chennai/Kolkata & MEPG, New Delhi:</u> All supplying units/vendors will give at least 15 days advance intimation to ROD-Chennai/Kolkata & MEPG, New Delhi along with package details before actual dispatches to arrange for storage/shipping arrangements by ROD Chennai/Kolkata/Haldia. Information must be sent to consolidate the details and arrange for shipments in time.	All Units
H	6.2	<u>Telephonic Intimation to ROD Chennai/Kolkata of Movement of Vehicles:</u> Vehicle drivers to be instructed by the units to contact ROD regarding movement of vehicles on daily basis for heavy lifts. Especially 2 days before arrival at Kolkata/Haldia/Chennai so that suitable directives can be given to the driver of the vehicle for further transportation of the goods to either docks or godown.	All Units/suppliers
H	7	<u>Bond or Letter of Undertaking:</u> All units to ensure Corporate indirect taxation guidelines vide letter ref no. AA:Fin:Ind Tax:GST-17 date 10.07.2017 for compliance and CBEC Notification no. 16/2017-Central Tax Dated 07.07.2017 and CBEC Circular No. 4/4/2017-GST Dated 07.07.2017 (Circular/Notifications are enclosed). <u>Sealing of Container:</u> All units to ensure CBEC Circular 26/2017 and Corporate indirect taxation guidelines ref. no. AA:Fin:Ind Tax:GST-14 dated 05.07.2017 in this regard may please be followed(Circular/Notifications are enclosed). <u>Other Procedures w.r.t Export:</u> Various guidelines issued time to time from Corporate indirect taxation regarding export may please be referred and to be followed.	All Units/ suppliers

Sr. No.	Item No.	Details	Action By
H	8	<u>Provision of Inspection Windows on Packages:</u> Unit/Vendors should provide inspection window of size 6" x 4" (glass perplex) for customs examination for all packages (above 1.5 x 1.5 x 1.5 cu m) involving panels of any kind. Care would be taken to ensure that all packages are properly sealed to avoid ingress of moisture, rodents etc. Packing slip folders shall be attached in each box.	All Units/ Suppliers
H	9	<u>Transportation Drawings for Heavy Weight/ODC consignment: For any package/item weighing above 20000 kgs and/or size greater than 12 X 2.5 X 2.5 m :</u> Detailed engineering documents (at least 4 sets) for all items of the above category shall be furnished by respective units to issue shipment enquiries in a proper manner. This would include Turbines ,Transformers, Generators etc. The drawing has to include center of gravity of the item clearly (Units to identify such items and notify MEPG as soon as the engineering documents are released).	All units
H	10	<u>Lifting Beams:</u> All heavy lifts for which safe handling is essential at the port of dispatch shall be accompanied by lifting beam on non-returnable basis	All Units
I	1	<u>Marking for Safe Handling:</u> To ensure safe handling, packing case shall be marked to show the following: • Upright position. • Sling position and Centre of Gravity position. • Storage category. • Fragile components (to be marked properly with a clear warning for safe handling).	All Units/suppliers
J	1	<u>Marine Insurance Policy:</u> Insurance Policy for 110 percent value of the contract covering all risks including war and SRCC from Port of shipment in India/Third country direct dispatches, to site shall be taken by PSER, Kolkata and it shall indicate BIFPCL as co-insured.	PSER/Corporate Insurance
K	Shipping Documentation including those covered by customs requirements:		
K	1	GST Invoice as per approved BBU. Following details to be mentioned in GST Invoice for Export – 1. Forex Bank Account no. for all type of Shipping Bill. 2. Authorized Dealer Code no. with Name of Bank for all type of Shipping Bill. 3. Duty Drawback Account no. with IFS code of Bank for Drawback Shipping Bill. As invoice will be used for export custom clearance details like HS code; CIF value, Freight value, Insurance value, FOB value in FC ; Shipper name ;Manufacturer name; Shipping bill type;	All Units/suppliers

Sr. No.	Item No.	Details	Action By
		POL; POD; DBK serial no ; Advance authorization no ; EPCG License no as applicable should appear on invoice.	
K	2	• Packing List • LR Copy • Fumigation certificate for wooden boxes • MSDS for DGR cargo • CE certificate for DEEC shipping bill cases with original import license • Warranty Certificate • Manufacturer 's Factory Test Certificate/Inspection Waiver Certificate • Quality and Quantity Certificate • Certificate of Origin • MDCC	All Units /Sub-vendors of units
K	3	• Type of Shipping Bills. • All Units have to send their DEEC & EPCG licence details to ROD Kolkata or ROD Chennai as per cargo despatches.	All Units/Region
K	4	Chartered Engineer's Certificate, applicable to be arranged by Units. Care should be taken to ensure that usage of the materials shown in C.E. certificate out of DEPB goods is not disproportionate.	All Units/ROD
K	5	Catalogues/literature/write-up in case of customs endorsement for discharging exports obligation in case of DEEC imports to be made available to ROD before arrival of goods in the city of port of dispatch.	All Units
K	6	Commercial Documents for Customs Clearance at Destination i.e. Bangladesh	MEPG/Dhaka Office
L	1	<u>Full Set of Clean Multimodal Transport Document:</u> Complete set of shipping B/L showing freight prepaid as per the rates of regular shipping lines. In case of Air Freight consignment, one original of AWB is required together with three copies of the same. In case of road transport, one original LR is required with 3 copies of the same.	ROD/ MEPG
M	1	<u>Certified Inspection Certificate Approved by Customer:</u> The certificate signed by BIFPCL inspector (if equipment tested in presence of BIFPCL representative) is to be provided to MEPG . In case the Certificate is signed by BHEL/Third Party Inspection Agency, it is to be provided by Units/ suppliers to MEPG and MEPG will get it approved from BIFPCL.	All Units/ Suppliers
N	Shipping Carrier Specification and related Requirements:		
N	1	Certificate of Freight having been pre-paid as per the regular shipping lines is required on MTDs/BLs.	ROD/ MEPG
N	2	Subject cargo would be generally shipped under the deck. Specific confirmation/clearance of MEPG is needed for shipment on deck except wherever shipment is through Barges.	ROD/ MEPG

Sr. No.	Item No.	Details	Action By
N	3	Vessel age to be restricted as per insurance policy in force. Buyer's Reference (Contract No. BIFPCL/EPC-MAIN PLANT/2016/01 Dated 12.07.2016) is required on BLs.	ROD/ MEPG
N	4	For Third Country Supplies , concerned units will ensure all the above certificates in addition to Certificate of Origin.	All Units/ Suppliers
O	Guidelines for Dispatches from Units/Indian Vendors:		
O	1	<u>All materials to be dispatched under intimation to:</u> 1. For Shipments through Chennai Consignment shall be sent to the following address - Mr Harshal Trivedi, Engineer/Docks Bharat Heavy Electricals Ltd Near Marshalling Yard, Chennai Port trust Chennai 600 001 Ph No 044 25362247/25360446 -Mob 08680850932 E-mail trivedi@bhel.in The couriers /correspondence shall be sent to the following address - Shri S S RAJAN AGM/MS, Bharat Heavy Electricals Ltd Regional Operations Division, EVR Building 6th floor No 690(Old No 474) Anna Salai, Nandanam Chennai 600 035 Mob – 09840997089 E-mail ssrajan@bhel.in 2. For Shipments through Kolkata/Haldia Consignment shall be sent to the following address - (Storage yard to be finalized by ROD Kolkata/freight forwarder and address shall be intimated soon) The couriers /correspondence shall be sent to the following address - Mr. Abhijit Chowdhury , Sr. Engineer Bharat Heavy Electricals Ltd , Regional Operations Division DJ 9/1 SECTOR II , Saltlake , Karunamoyee West Bengal 700091 Mob – 9830441607 E-mail abhijit@bhel.in	All Units/Rod
O	2	<u>Clearing Agents:</u> All materials to be dispatched to Chennai/Kolkata/Haldia on door delivery basis, freight prepaid to the address of the clearing agents(to be specified by ROD, from time to time)	All Units/Rod

Sr. No.	Item No.	Details	Action By
O	3	<u>Customs formalities Period:</u> Packages arriving at the port shall have a minimum time of 3 working days for customs examination and other related formalities in respect of the cargo under shipment. The goods received after arrival of the ship may not be loaded if either sufficient time does not exist or space available in the ship is booked by the carrier for other exporters due to lack of availability of the goods at the port in time for shipment from BHEL. In case, where the committed cargo to the carrier based upon information received from all the units does not reach in time of scheduled shipment at the port of dispatch, MEPG would be within its right to decide the priority of loading as per the project schedule requirements given the condition that adequate space in the ship is not available to accommodate the cargo.	For information
P	1	• <u>Shipping Procedures and ROD Responsibilities:</u> Consolidation of Packages and Storage in Warehouse: ROD Chennai/Kolkata either themselves or through their CHA would ensure following: • Proper storage of goods at an elevated level if store is in open to avoid damages to the consignment during rainy season (All the packages to be covered with a proper tarpaulin in open storage). • All Electrical and C&I items to be stored indoors. • Consolidation of the goods as per summary packing lists. • Check marks and numbers on packages. Carry out the corrections, if necessary. • Label the packages linking to the proposed shipping carrier to ensure that package does not get left out.	ROD

Note:

1. Units/Regions are also requested to refer shipping and packaging instructions provided with Internal Orders and GCC Clause no 65 at contract book no. 6 for compliance.
2. Units/Regions are advised to take necessary actions for compliance of GST related issues and refer information available at GST portal of Corporate Finance.

INTEGRITY PACT

Between

Bharat Heavy Electricals Ltd. (BHEL), a company registered under the Companies Act 1956 and having its registered office at "BHEL House", Siri Fort, New Delhi - 110049 (India) hereinafter referred to as "The Principal", which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the ONE PART

and

_____, (description of the party along with address), hereinafter referred to as "The Bidder/ Contractor" which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the OTHER PART

Preamble

The Principal intends to award, under laid-down organizational procedures, contract/s for _____

_____. The Principal values full compliance with all relevant laws of the land, rules and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder(s)/ Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitor(s), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1- Commitments of the Principal

1.1 The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

1.1.1 No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

1.1.2 The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

1.1.3 The Principal will exclude from the process all known prejudiced persons.

1.2 If the Principal obtains information on the conduct of any of its employees which is a penal offence under the Indian Penal Code 1860 and Prevention of Corruption Act 1988 or any other statutory penal enactment, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions:

Section 2 - Commitments of the Bidder(s)/ Contractor(s)

2.1 The Bidder(s)/ Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

2.1.1 The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to the Principal or to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material, immaterial or any other benefit which he/ she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

2.1.2 The Bidder(s)/ Contractor(s) will not enter with other Bidder(s) into any illegal or undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

2.1.3 The Bidder(s)/ Contractor(s) will not commit any penal offence under the relevant Indian Penal Code (IPC) and Prevention of Corruption Act; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

2.1.4 Foreign Bidder(s)/ Contractor(s) shall disclose the name and address of agents and representatives in India and Indian Bidder(s)/ Contractor(s) to disclose their foreign principals or associates. The Bidder(s)/ Contractor(s) will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

2.2 The Bidder(s)/ Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

2.3 The Bidder(s)/ Contractor(s) shall not approach the Courts while representing the matters to IEMs and will await their decision in the matter.

Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/ Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above, or acts in any other manner such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/ Contractor(s) from the tender process or take action as per the separate "Guidelines on Banning of Business dealings with Suppliers/ Contractors", framed by the Principal.

Section 4 - Compensation for Damages

4.1 If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent Earnest Money Deposit/ Bid Security.

4.2 If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to

demand and recover from the Contractor liquidated damages equivalent to 5% of the contract value or the amount equivalent to Security Deposit/ Performance Bank Guarantee, whichever is higher.

Section 5 - Previous Transgression

- 5.1 The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- 5.2 If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Section 6 - Equal treatment of all Bidders/ Contractors / Sub-contractors

- 6.1 The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors. In case of sub-contracting, the Principal contractor shall be responsible for the adoption of IP by his sub-contractors and shall continue to remain responsible for any default by his sub-contractors.
- 6.2 The Principal will disqualify from the tender process all bidders who do not sign this pact or violate its provisions.

Section 7 - Criminal Charges against violating Bidders/ Contractors /Subcontractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

Section 8 - Independent External Monitor(s)

- 8.1 The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- 8.2 The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the CMD, BHEL.
- 8.3 The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all contract documentation of the Principal including that provided by the Bidder(s)/ Contractor(s). The Bidder(s)/ Contractor(s) will grant the monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his contract documentation. The same is applicable to Sub-contractor(s). The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) / Sub-contractor(s) with confidentiality in line with Non- disclosure agreement.
- 8.4 The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the contract provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

- 8.5 The role of IEMs is advisory, would not be legally binding and it is restricted to resolving issues raised by an intending bidder regarding any aspect of the tender which allegedly restricts competition or bias towards some bidders. At the same time, it must be understood that IEMs are not consultants to the Management. Their role is independent in nature and the advice once tendered would not be subject to review at the request of the organization.
- 8.6 For ensuring the desired transparency and objectivity in dealing with the complaints arising out of any tendering process, the matter should be examined by the full panel of IEMs jointly as far as possible, who would look into the records, conduct an investigation, and submit their joint recommendations to the Management.
- 8.7 The IEMs would examine all complaints received by them and give their recommendations/ views to CMD, BHEL, at the earliest. They may also send their report directly to the CVO and the Commission, in case of suspicion of serious irregularities requiring legal/ administrative action. IEMs will tender their advice on the complaints within 10 days as far as possible.
- 8.8 The CMD, BHEL shall decide the compensation to be paid to the Monitor and its terms and conditions.
- 8.9 IEM should examine the process integrity, they are not expected to concern themselves with fixing of responsibility of officers. Complaints alleging mala fide on the part of any officer of the organization should be looked into by the CVO of the concerned organisation.
- 8.10 If the Monitor has reported to the CMD, BHEL, a substantiated suspicion of an offence under relevant Indian Penal Code/ Prevention of Corruption Act, and the CMD, BHEL has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
- 8.11 The number of Independent External Monitor(s) shall be decided by the CMD, BHEL.
- 8.12 The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration

- 9.1 This Pact shall be operative from the date IP is signed by both the parties till the final completion of contract for successful bidder and for all other bidders 6 months after the contract has been awarded. Issues like warranty / guarantee etc. should be outside the purview of IEMs.
- 9.2 If any claim is made/ lodged during currency of IP, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/ determined by the CMD, BHEL.

Section 10 - Other Provisions

- 10.1 This agreement is subject to Indian Laws and jurisdiction shall be registered office of the Principal, i.e. New Delhi.

- 10.2 Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- 10.3 If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 10.4 Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 10.5 Only those bidders / contractors who have entered into this agreement with the Principal would be competent to participate in the bidding. In other words, entering into this agreement would be a preliminary qualification.

For & On behalf of the Principal

(Office Seal)

Place-----

Date-----

Witness:_____

(Name & Address) _____

For & On behalf of the Bidder/

Contractor

(Office Seal)

Witness:_____

(Name & Address) _____
