



**BALMER LAWRIE & CO. LTD.**

**SBU: LEATHER CHEMICALS**

***32, Manali***

***Chennai - 600068.***

**NOTICE NO: BL/LC/MAN/VNDREG/EOI/201819/0001**

**DATE: 05/04/2018**

**Enquiry for**

**VENDOR REGISTRATION**

**DUE DATE & TIME: 07/05/2018 upto 5.30 PM**

**NOTICE**

Balmer Lawrie & Co Ltd. [herein after referred as BL] is a multiple product, multi-location and multi technology conglomerate and manufacture of Leather Chemicals forms one of the core businesses of the company. Applications in the prescribed Format are invited from the interested vendors desirous to supply various items/services as mentioned in next page.

The interested parties shall complete their registration following the link [https://supplier.balmerlawrie.com/sap/bc/webdynpro/sapsrm/wda\\_e\\_suco\\_sreg?sap-client=105&sap-language=EN#](https://supplier.balmerlawrie.com/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=105&sap-language=EN#) and shall also download the Notice along with Application Form and product category list from our site [www.balmerlawrie.com](http://www.balmerlawrie.com). The application form duly filled in along with all supporting documents are required to be put together in sealed envelope super scribing "VENDOR REGISTRATION AT SBU: LEATHER CHEMICALS" and the **Notice No. BL/LC/MAN/VNDREG/EOI/201819/0001 Dated 05/04/2018** shall be delivered to us at the following address by **07/05/2018 up to 5.30 PM**:

**The Senior Manager (SCM)  
Balmer Lawrie & Co Ltd  
SBU: Leather Chemicals,  
32, Sathangadu Village,  
Manali, Chennai - 600068**

**Note: The front side of the envelope should be written as "VENDOR REGISTRATION AT SBU: LEATHER CHEMICALS"**

| S. No | Description   | Details                                   |
|-------|---|---|
| 1     | Name of Work  | Vendor Registration                       |
| 2     | Notice No   | BL/LC/MAN/VNDREG/EOI/021819/0001          |
| 3     | Registration Period                                       | Three years from the date of registration |
| 5     | Registration Fee  | Not applicable                            |
| 6     | Submission of filled Application form / Your profile etc. |   |
|       | a. Starts on  | 05/04/2018                                |
|       | b. Closes on  | 07/05/2018 upto 5.30 PM                   |
| 8     | Opening of Vendor registration Notice                     | 08/05/2018                                |

**DESCRIPTION**

Vendor registration will be carried out based on Supply / Service details under various categories as given below:

**Category A:** Chemical items

**Category B:** Packing Materials

**Category C:** Transport

**Category D:** Contract Manpower Services / other miscellaneous services

**Category E:** Civil, Mechanical, Repair & Maintenance and Electrical

**Category F:** Disposals

**Note:** For chemicals/items / service details, please refer the company website **[www.balmerlawrie.com](http://www.balmerlawrie.com)**

**PERIOD OF REGISTRATION**

Vendors who will be selected and enlisted as our registered vendors will remain valid for 03 (Three) years. However, if the registered vendor does not submit bids against five consecutive Limited Tender Enquiries, despite having proof of dispatch / proof of delivery of enquiries to the party, that vendor may be removed from the list of registered vendors.

The Company reserves the right to accept / reject any or all applications without assigning any reason whatsoever.

For any clarifications / queries please any of the following members from 10.00 a.m. to 05.00 p.m. (Monday - Saturday).

| <b><u>Name of the contact Person</u></b> | <b><u>Contact No:</u></b> | <b><u>Email-id</u></b>         |
|--|---------------------------|--------------------------------|
| Mr. Suresh Raju                          | (044) 25946543            | raju.s@balmerlawrie.com        |
| Mr. Gurushankar                          | (044) 25946565            | gurushankar.g@balmerlawrie.com |
| Mr. Arun A                               | (044) 25946542            | a.arun@balmerlawrie.com        |

for **Balmer Lawrie & Co. Ltd.**

**Seinor Manager – SCM**

**ENCL: ANNEXURE- 1 VENDOR REGISTRATION FORM- (VRF) enclosed**

**ANNEXURE-1  
APPLICATION FOR VENDOR REGISTRATION**

|           |   |   |  |   |   |  |
|-----------|---|---|--|---|---|--|
| <b>1</b>  | <b>Name of the Firm</b>   |   |  |   |   |  |
| <b>2</b>  | <b>Type of Firm (Pl tick)</b>   | <input type="checkbox"/><br><b>Proprietorship</b> | <input type="checkbox"/><br><b>Partnership</b> | <input type="checkbox"/><br><b>Pvt. Ltd</b> | <input type="checkbox"/><br><b>Public Ltd</b> | <input type="checkbox"/><br><b>Govt/ Public Sector</b> |
| <b>3</b>  | <b>Complete Address</b>   |   |  |   |   |  |
| <b>4</b>  | <b>Name of Key Person/s</b>   |   |  |   |   |  |
|           | <b>Phone Number</b>   |   |  |   |   |  |
|           | <b>Mobile Number</b>  |   |  |   |   |  |
|           | <b>E-Mail Id</b>  |   |  |   |   |  |
| <b>5</b>  | <b>Name of the chemicals/ items/Nature of work for which registration is sought</b> |   |  |   |   |  |
| <b>6</b>  | <b>PAN/ TAN Number*</b>   |   |  |   |   |  |
| <b>7</b>  | <b>GST Registration number*</b>   |   |  |   |   |  |
| <b>8</b>  | <b>PF Registration Number*</b>  |   |  |   |   |  |
| <b>9</b>  | <b>ESI Registration number*</b>   |   |  |   |   |  |
| <b>10</b> | <b>Manufacture/ Trade Registration License Number*</b>                              |   |  |   |   |  |
| <b>11</b> | <b>Banker's Name</b>  |   |  |   |   |  |
|           | <b>Branch Address</b>   |   |  |   |   |  |
|           | <b>Account Number</b>   |   |  |   |   |  |
|           | <b>IFSC Code</b>  |   |  |   |   |  |

|    |   |                            |         |         |         |
|----|---|----------------------------|---------|---------|---------|
| 12 | Turnover details of last 3 Financial year:*   | Financial Year             | 2014-15 | 2015-16 | 2016-17 |
|    |   | Turnover<br>(In Rs. Lakhs) |         |         |         |
|    |   | PAT<br>( In Rs. Lakhs)     |         |         |         |
| 13 | Total experience in the specified supply of chemicals/items/services (in years)               |                            |         |         |         |
| 14 | Previous supply reference/Work Experience:* Credentials from Major Customers with Order value |                            |         |         |         |
| 15 | Registered under MSME/NSIC Act. If yes provide details*                                       |                            |         |         |         |
| 16 | Whether certified under ISO or any other Safety/ environmental Standards*                     |                            |         |         |         |
| 17 | Details of Registration with any other Organisation*  |                            |         |         |         |
| 18 | Whether associated with any other PSU/ Govt. Sector. If yes please provide details*           |                            |         |         |         |
| 19 | Special Strength of the Party   |                            |         |         |         |
| 21 | Other Firms/ Companies of the Group   |                            |         |         |         |
| 22 | References  |                            |         |         |         |

|   |  |
|---|--|
| <b>Name of the Authorized Signatory</b> |  |
| <b>Signature</b>                        |  |
| <b>Place</b>                            |  |
| <b>Date</b>                             |  |
| <b>Office Seal</b>                      |  |

**\* Please provide documentary evidences in support of the information provided above.**