

# FORM FOR “APPLICATION FOR REGISTRATION OF VENDORS”

To

BALMER LAWRIE & CO LTD

1st Floor , NBCC Center, Plot No. 2,

Community Center, Okhla Phase I,

New Delhi- 110020

Dear Sir (s),

Application for Registration of Vendors.

Please enlist us as an approved vendor for items/ services listed below. The details of our organisation are also submitted as required.

1. **MATERIAL/ SERVICE FOR ENLISTMENT**

1.1 Item Group (please refer Advertisement and specify item group, if applicable):

|  |
| --- |
|  |

(Note: Separate Registration Form to be submitted for each item group]

1.2 Items/ Services & location/ region for Registration.

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Items/ Services** | **Location/ Region** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |

1. **PARTICULARS OF VENDOR**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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2.1 Name of the Entity :

2.2 Full Address

(A) Registered Office

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PIN

Phone No. :

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Fax No. :

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(B) Correspondence Address

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PIN

Phone No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please attach proof of Address for registered office and correspondence address)**

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2.3 Contact Person’s Name

Designation

Phone No.

Mobile No.

Email Id

|  |  |  |  |
| --- | --- | --- | --- |
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2.4 Year of incorporation/Establishment:

2.5 Type of Entity : Proprietorship Pvt. Ltd.

(Please √ Mark) Partnership Public Ltd.

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2.5.1 CIN of the company

2.6 Names of Directors / Partners / Proprietors:

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| --- | --- | --- | --- |
| Sl. No. | Name & Address | Position | Director’s DIN no |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

(Please attach a declaration of the above declaration on the letter head of the company)

3.0 **NATURE OF BUSINESS** (Please √ Mark) :

Manufacturing Trading

Marketing Contracting

MICE Services

Others (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **N/ A**
2. **N/ A**
3. **DETAILS OF SERVICES OFFERED [FOR SERVICE PROVIDERS ONLY]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.**  **No.** | **Type of Service Providers [e.g. Agent/ Dealer/ Distributor/ Transporter/ Contractor/ MICE Service provider/ Promotional items provider, etc.]** | **Name of Principal (in case of Agency/Distributorship/Dealership)** | **Capacity (Value in Lacs)** |
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**MANPOWER ENGAGED**

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| --- | --- | --- | --- |
|  | ***Delivery/Supply*** | ***Transportation*** | ***Others*** |
| Managerial / Supervisory |  |  |  |
| Office Staff (clerical) |  |  |  |
| Skilled Operator |  |  |  |

### 7.0 DETAILS OF STATUTORY REGISTRATION / APPROVALS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Approvals / Registrations** | **Regn./Licence**  **No. & Date** | **Valid Till** | **Name of product/ services registered** |
| 1 | Central Excise |  |  |  |
| 2 | Factory Licence |  |  |  |
| 3 | Micro Enterprise |  |  |  |
| 4 | Small Enterprise |  |  |  |
| 5 | Medium Enterprise |  |  |  |
| 5 | Clearance from PCB |  |  |  |
| 6 | (\*) |  |  |  |
| 7 | (\*) |  |  |  |

(\*) Any other, please specify.

**(Please attached documentary evidence in respect of above registrations)**

**7.1 DETAILS OF STATUTORY CLEARANCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.**  **No.** | **Particulars** | | **Remarks** |
|  |  |
| 1 | Income Tax | Permanent A/c No.- |  |
| 2 | GST | Registration No.- |  |
| 3 | Trade Licence | Registration No.- |  |
| 4 | ESI Registration | Registration No.- |  |
| 5 | MSME Registration | Registration No.- |  |

**Note : Please attach copy of certificates & latest clearances wherever applicable.**

**8.0 DETAILS OF TURNOVER / SALES**

(Rs/ lakhs)

|  |  |  |  |
| --- | --- | --- | --- |
| **Particulars** | **2022-23** | **2023-24** | **2024-25** |
| Net worth (Share Capital & Reserves) |  |  |  |
| Turnover / Sales |  |  |  |
| PBT |  |  |  |
| Tax Paid |  |  |  |
| PAT |  |  |  |

Note: Please enclose Annual Reports for the above-mentioned years.

**9.0 LIST OF MAJOR CLIENTS / CUSTOMERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  No. | **Name of Client** | **Business Volume (Rs / lakhs)** | | |
|  | **2022-23** | **2023-24** | **2024-25** |
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**Note: Please attach work orders/contracts from 3 largest customers for last 3 years along with certificates of performance.**

**10.0 DETAILS OF BANKER**

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10.1 Name of Bank :

10.2 Details of Bank Branch :

|  |  |  |  |
| --- | --- | --- | --- |
| Branch Name | Branch Address | Branch Code | MICR Code (9 digit code) |
|  |  |  | **[Pl. attach a photocopy of cheque]** |

10.3 Details of Account:

10.3.1 Type of Account: Savings Current Others \_\_\_\_\_\_\_\_\_\_\_

(Please specify)

10.3.2 Account No.:

10.3.3 IFSC code :

10.3.4 IBAN no and SWIFT code, if international bank account :

**11.0 OTHER INFORMATION**

11.1 Is the company a sick / potentially sick company? : Yes / No

11.2 Has the company been blacklisted by any Public Sector enterprise or Govt ?:Yes / No

11.3 Does the company have business with any other unit of Balmer Lawrie?: Yes / No

(If yes, attach details.)

11.4 Is the company an approved vendor of any PSU oil company? : Yes / No

11.5 Is the company ISO: 9001-200 certified : Yes / No

11.6 Whether any major court cases are pending : Yes / No

(If yes, please attach details.)

11.7 Any other information the company may like to provide :

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| --- | --- | --- |
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|  |  |  |

We certify that the information submitted in this form are true to the best of our knowledge.

Yours truly,

(Authorised Signatory with Office Seal)

Date :

Place :

List of Annexures :

1.

2.

3.

4.