



Balmer Lawrie & Co. Ltd
(A Government of India Enterprise)
Human Resoure Dept
Manali, Chennai 600068
Phone : 25946500, Fax : 25946539
Website : balmerlawrie.com

SINCE 1867

Ref : BL/AS/MAN/TPTJKB/LT/201920/0006

Dated : July 4, 2019

To : ALL INTERESTED PARTIES

Sub : Transportation of Household goods from Chennai to Kolkata

We intend to engage a Transporter for transportation of **household goods** of one of our Executives, Shri J K Basu from Chennai to Kolkata. The address of the locations are given below :

<u>From</u>	<u>To</u>
G3 AJAB Apartment, Shanthi Colony JEEVARATHINAM NAGAR ,ADYAR , CHENNAI 6000020 Mobile No. 984039440	87/1,SARAT PALLY, FLAT NO S-1 2 ND FLOOR P.O-BANSDRONI, KOLKATA - 700070

Please submit your offer in a sealed cover in the following format :


<u>Sl No</u>	<u>Description</u>	<u>Rate</u>
1.	Transportation charges for household goods	
2.	Packing, loading and unloading charges of household goods	
3.	Insurance charges for household goods	
4.	Taxes (Octroi/entry tax), if any	

(please quote rate separately for all the above items)

You may inspect the residence at Chennai with prior information to Shri J K Basu (preferably on 5th /6th July 2019) before submitting your offer. Your sealed offer should reach the undersigned on or before 15th July, 2019

Our payment terms : Within 7 days of receipt of bill with proof of delivery of items in good condition.

Yours faithfully,
For Balmer Lawrie & Co. Ltd


T Rajan
Manager (HR)-SR