



Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)
Logistics Services, NBCC Tower,
Okhla Phase 1, Near Crown Plaza Hotel
New Delhi-110020
011 42524167/176

Notice No: BL/LS/DEL/VR/21-22

Date: 19/01/2021

Invitation for Vendor Registration

Balmer Lawrie & Co. Ltd- Logistics Services, Delhi invites application for vendor registration of transportation & related services (Ref- Annexure I) from experience vendors. The interested firms/ parties are invited to submit the Vendor Registration Form (VRF) (Ref- Annexure II) along with supporting documents (Ref- Annexure III) as per the details available on **www.balmerlawrie.com**.

Last date of submission: 18.02.2021

Amendments/ corrigendum, if any, will be uploaded on the above mentioned websites.

The interested parties can download the Notice along with Application Form from our site **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 "** and the **Notice No. BL/LS/DEL/VR/21-22 dt 19.01.2021** must be delivered to us at the following address by **18.02.2021 till 1800 hrs-**

Priti Lata
Balmer Lawrie & Co. Ltd
Logistics Services, NBCC Tower,
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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 share details on **email- lata.p@balmerlawrie.com**

Please note that all other registrations done earlier by Logistics Services- Delhi will be treated as cancelled after the confirmation of registration through this notice.

Annexure I

Job Description

Vendor registration will be carried out based on category of jobs details of which are given below:

BL/LS/01	Transport contractors for movement of materials in LCV / Tempo / Canter / Standard Truck / Tailors
BL/LS/02	Transport contractors for movement of materials in refrigerated containers/ vehicles
BL/LS/03	Hiring of Fork Lift ,Crane etc of Various Capacities
BL/LS/04	Contractors for stuffing, destuffing, lashing, packaging etc
BL/LS/05	Contractors for fumigation of materials
BL/LS/06	Contractors providing courier service/ door to door delivery



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Annexure II

Category For Which Application Is Made	Please ref Annexure I
Name of the Company/Firm	
Year of establishment	
Type of Owner ship Proprietor /Partnership/Pvt Ltd/Public Ltd	
Registered office address Telephone /Mobile no. Fax Email ID.	
Authorised Person / Contact Details (for day to day correspondence) Name Designation Telephone/Mobile no. Fax No Email ID	
List of Present Customers (Reference from at least two major customers to be attached)	
GST registration No (Copy to be attached)	
PAN No. (Copy to be enclosed)	
Turnover statement for the last three years (Attach Copy) 2017-18 2018-19 2019-20 Profit after tax for the last three years (Attach Copy of Profit/Loss account)	
Any major court case pending if any	



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Dispute if any with the customers	
Information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer – EFT/RTGS) to be submitted 1. Name of the Company 2. Name of Bank 3. Name of Bank Branch 4. City/Place 5. Account Number 6. Account type 7. IFSC code of the Bank Branch 8. MICR Code of the Bank Branch	
The transporters should mention whether the Micro, Small & Medium Enterprises Act, 2006 is applicable to them and If they are registered under the same, a copy of the registration certificate to be enclosed	
Documentary evidence in support of above	Please ref Annexure III

Declaration

I/We hereby declare that particulars given by us are true to my/our knowledge and belief

Date :

Place :

Authorized Signatory

Company Seal



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Annexure III

Please submit the following documents as supporting of details provided in Annexure II

1. Covering Letter
2. Copy of Pan No
3. Copy of Gst Registration No
4. List Of Vehicles (as per Annexure I)
5. Copy Of Contract/Purchase Order from present two customers
6. Turnover/Profit And Loss Statement For Last 3 Years
7. Bank Details
8. Copy Of MSME/Small Scale Registration If Any