



**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/TPTHKS/LT/201819/0008  
Dated : June 12, 2018

To : ALL INTERESTED PARTIES

Sub : Transportation of Household goods from Chennai to Ghaziabad

We intend to engage a Transporter for transportation of **household goods** of one of our Executives, Shri Hemant Kumar Sharma from Chennai to Ghaziabad. The address of the locations are given below :

<u>From</u>	<u>To</u>
Shri Hemant Kumar Sharma House No. 11A/1, Ground Floor Annamalai Nagar, Annamalai 1 <sup>st</sup> St West Mambalam <b>Chennai 600 033</b> Mobile : 9940068471/9654902202	Shri Hemant Kumar Sharma C/o Shri Mahesh Sharma A-106, Savy Ville De, NH-58 Raj Nagar Extn, <b>Ghaziabad</b> Uttar Pradesh -20 107 Mobile : 9940068471/9654902202

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	
3.	Insurance charges, if any	
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 Hemant Kumar Sharma before submitting your offer. Your sealed offer should reach the undersigned on or before 21<sup>st</sup> June, 2018

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

S D Barman  
Chief Manager (HR)-SR