



चेन्नै पेट्रोलियम कॉर्पोरेशन लिमिटेड  
(इंडियन ऑयल की ग्रुप कम्पनी)

Done on  
17/6/13

**Chennai Petroleum Corporation Limited**  
(A group company of IndianOil)

Ref No MM: VE: NSIC/1

27<sup>th</sup> May, 2013

Vendor Code: 10129510  
Ms. PYROTECH ELECTRONICS PVT. LTD  
E-329, Road No. 12, M.I.A.,  
UDAIPUR 313003

PYROTECH-II					
RECEIVED No: .....					
DATE: 07/06/11					
PST	AT	RVP	CSS	AP	
MKT	SKR	PK	SSL	TBJ	

Dear Sir/Madam,

**Sub: Vendor Details Updation – Reminder**

As a part of Vendor Database updation, it is proposed to update the details of our Registered Vendors. In this regard, a web portal has been developed for easy upload of the Vendor Details. The following procedure may please be followed for updating by uploading your details.

**Procedure for updation:**

1. Please logon to our CPCL Website [www.cpcl.co.in](http://www.cpcl.co.in)
2. Click on : Existing Vendor Data Updation
3. Please enter your 8 digit Vendor code
4. The system will display the actual address stored in the database. ( Please note that these details are uneditable)
5. Please enter the correct details like Address, Telephone No, Mobile No, email etc., for which the correspondence is preferred.
6. Enter MSME/NSIC/DIC registration details, (Please provide the details and attach certificate wherever applicable)
7. Click Declaration and Submit the details.
8. Take a print out of the system generated summary sheet and forward the copy with your signature and seal to Manager (Materials) - Vendor Development, Chennai Petroleum Corporation Limited, Manali, Chennai 600 068 on or before 14<sup>th</sup> June, 2013.

Please note that this updation is compulsory and Vendors are requested to upload the address details carefully before the due date to avoid further disqualification and holding of the enquiries till updation / confirmation from our end. Any additional details/documents that you wish to include/declare like Factory address, Registered Office address, Regional Office address etc., the same may be attached as a separate sheet and forwarded along with the system generated summary sheet. As an esteemed Vendor, we request you to extend your support in updating your records on or before 14<sup>th</sup> June, 2013.

In case of any clarifications, please contact Mr G.Sundar, Manager - Vendor Development at 2594 4355.

Thanking You,

Yours truly,

(V. Anniyappan)  
Senior Manager (Materials)

मणली, चेन्नै - 600 068.

Manali, Chennai - 600 068.

फोन / Phone : 2594 4000 to 009

फैक्स / Fax : 91-44-25941047, 25941247

वेब साइट / Website : [www.cpcl.co.in](http://www.cpcl.co.in)



सर्व शिक्षा अभियान

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