

Dear Members,

ITC have expressed their interest to share the requirements to Machine Tool Companies, so that they in turn can share the contacts of some vendors/suppliers who can be useful to them. Members are requested to make use of this.

**To the concerned Authority,**

As you must be aware, ITC Limited today, is a multi-business conglomerate. We are into FMCG products, Paper Boards and Speciality Papers, Hotels, IT, Agri Business and Printing and Packaging.

I am from the India Tobacco Division (ITD) vertical. We have 5 factories in Munger (Bihar), Saharanpur (UP), Kidder pore (WB), Bangalore and Pune. Bangalore Factory is the largest among all the 5 facilities (in terms of capacity).

Bangalore Factory houses our Machine Design and Development department, which caters to in-house developmental work in terms of Machine Building, Spare Part Development and new innovations. We have a team of designers with advanced skills in Machine Design. However, we do not have any manufacturing/fabrication facility in-house. Over the years we have identified vendors who cater to our specialized fabrication and assembly needs. However, with increased number of projects and developmental work, our vendors are heavily loaded and hence, we wish to expand our Vendor base to support our development work.

I would like to explain our job portfolio and the capabilities and expectations that we have from our vendors - Machinery - We deal with Packing, Wrapping Machines, Special Purpose Machinery, Conveyor Systems to mention a few. We would prefer if the vendor has prior experience in this field. Assembly - It is highly preferable if the vendor has experience and knowledge in machine design and assembly Machine Parts Fabrication - We also deal with a lot of machine part development including parts for new machines, replication of parts and spare part development.

**Capabilities in terms of Manufacturing:-**

- a) All conventional Machining from Raw Material Cutting, Drilling, Turning, Milling, Surface Grinding, Jig Boring etc.
  - b) CNC Machining capability is highly preferable.
  - c) Surface Coating and Surface Hardening (Blackening, Electrolysis Plating)
  - d) Inspection Systems (after each process on the job) - We deal with very tight tolerance and have high standards in terms of quality
  - e) Materials we deal with - Aluminium, En8, En24, E31, En313, D2, HSS, SS, Spring Steel, Plastics (occasionally)
- Automation Solutions - Electrical Logic Building, Control Systems, and Pneumatics etc.

**Note:** We do not expect the vendor to have all capabilities. Specialization in certain areas is welcome but we expect the vendor to get the work done (through sources) if he doesn't have full capability.

**Keeping the above points in mind we would expect the following from you, so that we can evaluate possible business opportunities:**

Letter of Introduction - Company Profile - Includes all your capabilities, no. of years you have operated, scale of your company, no. of facilities, org structure etc. Customer Base - What kind of customers you have dealt with in the past. Names of the same. Capabilities - Type of machines and capabilities the vendor has specific to our needs Employee Base - Details of your work force strength, skill set, availability of design team, any other points etc. Any other details that would be of interest to us.

**Time Lines**

After we receive the following information over mail, we will start talks regarding possible work opportunity with our Company. We might arrange a visit to your facility or may invite you over for detailed talks. Post that, if we are interested we might start giving you jobs for trials. On satisfactory performance, we will establish business relationships.

**P.S**

I would prefer all communication to be over mail. However, you are free to contact me over phone in case of any queries.

Please note that we are interested to know in more detail about how you can cater to our specific requirements. We will expect more on that part. We are looking for developing long terms relationships with the vendor, so I would request you to be patient and respond to our queries in detail.

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