

Questionnaire for empanelment for catetory no. : _____

(A) FURNITURE AND FIXTURES:

- 01) Furniture & Fittings (Wooden & Iron) Safes, Fire/Water proof storage equipments.
- 02) Purchase of Water cooler, Water Purifiers, Air coolers, Photo copier Machine, R.O. Systems
- 03) Purchase of Franking Machines, Weighing Machines and Calculators
- 04) Telecommunication equipments such as EPABX, Fax etc.
- 05) Purchase of Note Counting Machine, Fake note detectors
- 06) Purchase of Policy Stamping Machine
- 07) Making of Glow sign/ Back lit Board, Flex Board, Foam Sheet Board etc.
- 08) Purchase of electrical items like fans, Emergency light, Wall clock etc.

(B) PRINTING AND STATIONERY:

- 09) Printing & Stationery such as Forms, Paper etc.
- 10) Table and Office Stationery
- 11) Computer Continuous Stationery – Printed/Blank
- 12) Envelopes Suppliers, PVC/Plastic Wallet, Folder Suppliers
- 13) IT Consumables–Computer peripherals such as cartridges, printer ribbons, print heads, Lap top Batteries/charger etc.
- 14) Rubber stamps/Computer Nylo stamps, Binding work

(C) ESTATE RELATED MATTERS:

- 15) Security Services
- 16) Security Systems and its maintenance
- 17) Fire extinguishers (All type) including refilling

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PART – I: GENERAL INFORMATION

1) Name of the Dealers :

(In Block Letters)

2) Date of Establishment / Incorporation:

(Enclose certificate)

3) Address and Telephone No. :

4) Address of Office (If Separate) :

And Telephone No. /Mobile No.

5) Status: Whether Partnership/ :

Private Limited Company /

Public Limited Company

6) Names of the Proprietor/Partners/

Directors _____

7) Name of Chief Executive with :

His present addresses and

Telephone Nos. /Mobile No.

8) Name of Representative (s) :

Indicating Designation who would

Be calling on us and attending to Our jobs

9) Name of Bankers with :

Addresses & telephone nos.

10) Is the press registered under the

Factories Act? If so, state –

(a) License No. :

- (b) Date of Last renewal of license :
Copy of the license to be enclosed
(c) GST NO. :
(d) CST NO. :
(e) VAT NO. :
(f) TAN NO. :
(g) ESIS NO. if any :
(h) EPF Registration No. if any

11) Whether holding certificate under Shops & establishment act, duly Renewed. Copy should be enclosed.

12) State the latest Income Tax:
Assessed year and the amount of
Tax assessed Copies of last 3 years, IT Returns, Balance Sheets &
Revenue A/c to be enclosed.
Please mention your PAN No.
(Copy to be enclosed)

13) Are you agreeable to make free
Deliveries to our DIVISIONAL OFFICE, HAZARIBAGH?

14) Are you agreeable to submit samples Whenever called for?

15) Are you agreeable to enter into a Rate contract or running contract or
Fixed quantity contract?

16) Are you agreeable to abide Strictly by the Terms and Conditions Of the Tenders and Contracts as and
when Laid down by the corporation.
(Copies annexed)

17) Area occupied by the Shop/Press:

18) Total Number of Employees:
Permanent _____ Temporary _____
Skilled _____ Unskilled _____

19) Number of shifts you work normally :
Timing of shifts :

20) Weekly Holidays:

21) Name, Addresses and Telephone Nos.
Of some of your most valued clients:

22) Name of the LIC OFFICES whose printing
Work you might have done during the last Three years. :
(Details of jobs given by LIC and completed
By you, enclosed certificates)

23) Approximate value of your Turnover per year:

22) Do you carry stocks of papers and any other
Material. If so, what stocks do you generally hold?

23) Do you possess certificate of authorization from manufactures of

Cartridges: If yes, please provide copy of the same.

24) Mention any other specialties of your Establishment:

Contd. part -II

PART – II: TECHNICAL INFORMATION

1) Particulars of composing facilities:

a) D. T. P. Systems

Make Packages Languages Other Features, if any

b) Other composing facilities such as hand composing

2) Particulars of scanning machines being used.

3) Printing Machine

a) Offset Machine

Make Size Colour Speed Other features, if any

b) Pre-printed continuous stationery machine

Make Size Colour Speed Other features, if any

c) Letter press machines

d) Screen printing facility

4) Particulars of Positives and Plate making facility.

5) Binding and Finishing.

a) Cutting Machines

Make Size of Blade Hand/Power Driver

b) Particulars of Punching Machines.

c) Particulars of perforating machines.

d) Particulars of gliding department.

6) Have you got photo-typesetting machine if so,
please furnish full details of type faces.

7) If any of the equipments mentioned above is under lease,
loan or hire purchase Agreement should be furnished.

8) Please furnish details particulars any other agreements you may have entered in to which are subsisting
and are likely have a bearing on the jobs, which may be entrusted to you.

I/WE _____ request Life Insurance Corporation
of India, HAZARIBAGH DIVISIONAL OFFICE, to consider inclusion of my/our name in the list of their
approved vendors and agree to give full satisfaction to the Corporation in the event of their doing so.

P.S.: Application form fee Rs. 250/- paid by Cash/Demand Draft vide M.R.No. _____ dated
_____.

Dated:

Signature:

Note (1). Please type this form or fill it legible in ink. If space provided is insufficient, Please write the replies on a separate sheet giving appropriate question number and attached it to the form. Please affix your firm/company seal with authorized signature on every page.

Note (2). The corporation reserves the right to include/exclude/cancel the name of the printer from its approved lists at their absolute discretion without assigning any reason.

Annexure "A"

Conditions for empanelment

- 1) The firm should have been established at least three years before. (Copy of registration certificate must be enclosed)
- 2) Annual Turnover should at least Rs.2 lacs. (Attach Balance Sheet for 3 years).
- 3) The firms should be on the approved panel of at least 3 reputed Firms from **Bihar/Jharkhand** out of which at least one should be public Sector or Government undertaking. (Enclose copy of letter of empanelment duly certified)
- 4) The firms should have at least 300 Sq. Feet area of operation for printing, binding etc. activities and sufficient storage space.
- 5) The firms should have registration with state & local authorities for undertaking the profession (Copies of state registration & A. M. C. License, VAT/TAN/PAN /CST/GST No. to be enclosed)
- 6) Vendors/Firms should keep sufficient stock in hand, so as to comply with requirements without delay.
- 7) Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of authorized dealership must be enclosed.)
- 8) Corporation reserves the right to cancel your application without giving any reason.
- 9) Application should reach us on or before 31.01.2012 with necessary documents/copy stated in Application form Part – I & II.
Incomplete application will be rejected.
- 10) Any dispute subject to HAZARIBAGH jurisdiction.

Application for empanelment for catetory no. : _____

- 01) A M C for Water coolers, Air coolers, Air Conditioners, Water purifiers/ R.O. Systems/Aquaguard, Copier Machine, Type writers, Duplicating Machines, Franking Machines, Note Counting Machine, Policy Stamping Machine, EPABX, Fake Note Detectors, Fax Machines etc.
- 02) Printing of Identity Cards for our Employees
- 03) Rubber stamps/Computer Nylo stamps, Binding work
- 04) House keeping & Maintenance services for Office Premises/Guest House
- 05) Waste paper purchase with lifting services
- 06) News paper Advertising Agencies
- 07) Supply of cleaning material
- 08) Laundry services
- 09) Drinking water suppliers
- 10) Cleaning of under ground and over head water tanks
- 11) Railway and Air Ticket Booking
- 12) Courier Service

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1. Name of the Firm/Agency: _____

2. Address of the office: _____

Tel. No./ Mobile no.

3. Name of the Proprietor/s Chief Executive
with Tel. No./ Mobile no. _____
4. Date of establishment: _____
(Enclose Certificate)
5. Name and address of present clients: (Attach separate
statement)_____
6. Whether Registration Certificate under Shop and Establishment Act duly renewed? Yes/No.(If yes,
attach copy)_____
7. Whether holding Registration Certificate issued by Regional Provident Fund Commissioner? Yes/ No.(if
yes, attach copy)_____
8. Whether holding Registration Certificate issued by Employees State Insurance Corporation? Yes/No.(if
yes, attach copy)_____
9. Whether holding Registration Certificate issued by Superintendent of Central Excise and Customs
Government of India for Service Tax? Yes/ No.(If yes, attach copy)

10. Affidavit by the Proprietor for ownership of the firm should be attached.
11. Income-Tax PAN no. : _____(enclose copy)
12. Number of Staff employed: _____
13. Copy of Income Tax Clearance Certificate and latest Income Tax return should be attached.
14. Copy of License issued by Office of Labour Commissioner should be attached.
15. Address of workshop, if any : _____
Tel.no. : _____
16. Do you have dealership of any standard Firm/Brand/Make ?
17. Other details:

Signature

(Name of the Proprietor/s Chief Executive)

Date: _____ Place: _____

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, Please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

P.S.: Application form fee Rs. 250/- paid by Cash/Demand Draft vide M.R.No. _____ dated
_____.