



Corporate Communications-East central Zonal Office,Jeevan Deep Building,Exhibition Road,Patna-1

## NOTICE

Applications are invited from reputed firms situated at Patna for empanelment for printing of Hoarding Design/Front lit/Backlit on flex/vinyl and Self Adhesive Vinyl of LIC. The interested firms are requested to collect the relevant questionnaire from CC Department,ECZO, Patna and submit the same within 24<sup>th</sup> December, 2009. along with DD/Pay Order of Rs.100/-(Non Refundable) drawn infavour of LIC of India. Forms may be download from [www.licindia.in](http://www.licindia.in) . The envelope should be super scribed as Empanelment of Publicity Items and to be submitted in the Drop Box in the CC Dept at 6 th floor . The selection will be at the sole discretion of the appropriate authority.

Last Date of submission of application is at 05.00 P.M.on 24<sup>th</sup> December ,2009.

**Zonal Manager**

### The Terms

1. The Firms/ Printers should have Printing Facility & full fledged office at Patna. To ensure this Regional Manager (CC) or any official on his behalf will be deputed to visit the premises and a report is to be submitted.
2. The Firms/ Printers should not have any complaints or court case pending against them.
3. The Firms/ Printers should have a sound profile of working for other clients also.



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Corporate Communications Deptt.  
Jeevan Deep Buildings  
Exhibition Road,  
Patna -800001

**Questionnaire for status verification of Agencies for Empanelment for Printing & Supply of Flex/ Vinyl**

1. Name of the Company/Ad. Agency :
2. Office Address :
3. (i) Telephone No: (ii) Fax No:  
(iii) Email Address:
4. Date of establishment of the company/Agency :
5. Whether the company is a sole proprietary :  
Concern or partnership concern or Ltd.  
Concern (Private or Public)
6. (a) Name of the proprietor/partners with :  
Present Address  
(b) Name of Chief Executive with present :  
Addresses and telephone Nos./Mobile
7. Total No. of regular employees of the Company :
8. Name of the Bankers with addresses and telephone :  
No
9. Is the Company registered?  
If so, state-  
i)License No and Reference of Registration :  
ii)Date of renewal of the License (last) :  
(attach Xerox copy)
- 10.(a) State the latest Income-Tax assessed Period :  
& the amount of tax assessed (Attach Xerox copy)  
(b) Balance Sheet for last two years (Attach  
Xerox Copy)

Cont...

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11. (a) Trade License No. & Date :  
(b) Trade License renewed up to. :  
(Attach Xerox Copy)
12. (a) State whether the company is assessed under :  
Bihar Sales Tax Act . If so , tax clearance  
Certificate No. (Attach Xerox copy)  
(b) Service Tax – Registration No. (Please :  
Attach Xerox copy)
13. VAT Registration No & date :
14. State whether printing facilities on :  
(i)Flex (front lit & back lit ), (ii) Self adhesive  
Vinyls (front lit & back lit) are available
15. Whether the company has infrastructure :  
for supply of large quantity of flex/vinyl  
in short notice
16. Whether the company has necessary :  
facilities to supply flex/vinyl to the states of  
Orissa,Bihar&Jharkhand to reach the addressee  
Within 72 hours of placement of order
17. Mention any other specialties of your Establishment:  
as an Ad. Agency including infrastructure facilities

Signature :

Full Name :

Designation :

Date:

(Stamp of the Company)