



लेखन सामग्री विभाग/Circle Stationery Dept,
साबर होटल प्रिमाइसीस/Sabar Hotel premises,
गगन विहार फ्लैट के पीछे/B/H Gagan Vihar Flat,
खानपुर, अहमदाबाद/Khanpur, Ahmedabad- 380 001

APPLICATION FORM FOR EMPANELMENT OF PRINTERS / STATIONERY SUPPLIERS

1	Name of the Firm/Applicant	
2	Nature of Constitution Proprietorship/Partnership/HUF/ Company etc. (Enclose Documentary Proof)	
3	Business of the Applicant Please Mark (✓) before appropriate column. Applicant may Mark (...) in more than one columns depending on the nature of services intending To offer	1. Printers and Binders () 2. Manufactures of Stationery Items () 3. Packing materials: Corrugated boxes, Polythene Bags () 4. Envelops, Files, Note Stickers () 5. Plastic cover for TDRs/ATM Credit Cards & plastic folder. () 6. Computer continuous stationery () 7. Reputed supplier of all items ()
4	Date of establishment of applicant Firm (enclose documentary proof)	
5	Registration of firm/company etc	
i	Registration No.	
ii	Date of Registration	
iii	Issuing Authority	
6	Details of Proprietor / Partners/ Directors (Please enclose separate sheet for more details)	
i	Name(s)	
ii	Address	
iii	Mobile No. / Tele. No.	
iv	Email	
7	Particulars of Office (Whether Owned / Leased)	
i	Address	
ii	Area of Office (sq. feet)	

iii	Tele. No. / Mobile No. / Fax No.			
iv	Email			
8	Particulars of Factory (Whether Owned / Leased)			
i	Address			
ii	Area of Factory (sq. feet)			
iii	Tele. No. / Mobile No. / Fax No.			
iv	Email			
9	Particulars of Godown (Whether Owned / Leased)			
i	Address			
ii	Area of Godown (sq. feet)			
iii	Tele. No. / Mobile No. / Fax No.			
iv	Email			
10	Machinery details (List to be enclosed)			
11	Total Investment in Plant & Machinery			
12	No. of permanent employees	1) Full Time :		
		2) Part Time :		
13	Turnover of last 3 years (Furnish copies of Balance sheets)	Year ended (Rs. In Lacs)		
		31/03/2017	31/03/2018	31/03/2019
a	For core (bulk) items printing minimum. 50 lacs per annum.			
b	For Registers, Sundry Articles, stationery forms & Computer Continuous Stationery Job Work minimum. Rs. 25.00 lacs per annum)			
14	Details of last income tax assessment if any (Copy to be enclosed)			
15	PAN NO. (Copy to be enclosed)			
16	GST NO. (Copy to be enclosed)			
17	Details of application fee Rs. 10,000/- (non-refundable)	DD No.	Date:-	
18	Details of bank account of applicant	Name of Bank: Branch: Type of Account : A/c No.:		

		IFC No.: Telephone No.: Email: Fax No.:
19	If you are already empanelled with any other organizations for printing/stationery supply, please furnish (Enclose separate sheet if require) 1. Name of Organization 2. Quantum of Activity in current financial year 3. Address of Organization	
20	Details of the pending legal suits in connection with the work order(s) of the above clients	

I/We hereby confirm that the information furnished above is true & correct to the best of my/our knowledge and nothing is concealed. I/We have gone through the terms and conditions of the tender documents and have understood the same and agree to abide by the same.

Place:
Date:

Signature of the Authorized Person
& Seal