

**APPLICATION FOR EMPANELMENT
OF PRINTERS (GENERAL ITEMS)
(Category-IV)**

Nature of application	Fresh	Renewal

1	NAME OF THE FIRM / PRINTING UNIT/ COMPANY/PERSON WITH THE FULL POSTAL ADDRESS: (If location of the Firm /Unit is different from that of Office, Please provide both the addresses)	
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2	CONSTITUTION	Proprietorship	Partnership	Private Ltd.co.,	Company.

3	NAME/S AND ADDRESS OF OWNER / AUTHORISED CHIEF. WITH CONTACT Nos. (DETAILS MAY BE ANNEXED SEPERATELY)	
4	NAME/S & DESIGNATIONS OF PA /LA HOLDERS IF ANY, WHO ARE AUTHORISED TO REPRESENT THE FIRM / UNIT & THEIR CONTACT No.s	
5	TELEPHONE NOS / EMAIL ID FOR COMMUNICATION	
	OFFICE RESIDENCE MOBILE NUMBER e-mail ID	

6	Line of Business	
7	Type of unit/Sector	SME:MICRO/ SMALL / MEDIUM ENTERPRISE
8	Year of establishment:	9. Capital invested: `
9	Details of printing machinery & Accessories	
10	DETAILS / VALUE OF JOBS HANDLED DURING 2017 & 2018	
11	DETAILS OF INHOUSE PRE PRESS & POST PRESS FACILITIES AVAILABLE: Eg: DESIGNING DTP, BINDING, SPROCKET, PUNCHING LAMINATION, SPIRAL BINDING ETC	

12. DETAILS OF MACHINERY HELD IN WORKING CONDITION

Sl.No.	Particulars of machinery	Type and age of machinery	Condition of machinery	Production capacity	
				Per day	Per hour
1					
2					
3					
4					
5					
6					
7					
8					

NOTE: A CERTIFICATE FROM THE QUALIFIED ENGINEER / YOUR AUDITOR / YOUR BANKER DULY INDICATING THE DETAILS OF MACHINERIES / THEIR CONDITION AND PRODUCTION CAPACITY OF THE MACHINERY TO BE SUBMITTED WHILE APPLYING.

13. DETAILS OF MAJOR CLIENTS (Public Sector Undertakings / Banks) - Enclose Photocopies of the latest orders.

Sl.No.	Name & Address	Nature of Jobs handled
1		
2		

3		
4		
5		
6		

14. THE PREMISES WHERE THE PRINTING UNIT IS RUNNING IN:
 OWN () ON LEASED () RENTED () BUILDING

GIVE DETAILS:

15	REG No: GST No: PAN No: TIN No:	
16	NAME & ADDRESS OF THE MAIN BANKERS	
	Account No: IFSC:	
17	DETAILS OF CREDIT FACILITIES ENJOYED FOR THE FIRM , IF ANY	
18	DETAILS OF ASSETS / STOCK/ MACHINERY.	
19	NUMBER OF EMPLOYEES ENGAGED	SKILLED() UNSKILLED() OFFICE STAFF() TOTAL()
20	DETAILS OF OUTSOURCING THE WORKS IF ANY	
21	a) DETAILS OF SEPARATE GODOWN / SPACE FOR STORING PAPER, IF ANY b) DETAILS OF INSURANCE OVERAGE c) DETAILS OF THE VALUE OF STOCK NORMALLY HELD	

22. WE FURNISH HEREBELOW THE GIST OF FINANCIAL POSITION FOR THE PAST 3 YEARS

	31 st March 2016	31 st March 2017	31 st March 2018
Turnover for the year			
Profit/loss for the year			
Capital			

Please enclose copies of Audited Balance Sheet, Profit & Loss a/c. of your firm in support of the same

23. DETAILS OF ASSETS AND LIABILITIES AS AT 31.03.2018

Liabilities	Amount in Rs.	Assets	Amount in Rs.
Borrowing from Banks		Machinery	
Borrowing from others		Other assets	
Other liabilities		Cash on hand & bank balances	
Capital		Others	

24. **DECLARATION:**

We understand that Empanelment will be at the sole discretion of the Bank and we do not have any objection, even if our application for empanelment is rejected for whatsoever reason.

You may rely on the information provided by us and include our Unit in your approved list of printers. You are free to call for confidential opinion from any one or all our clients and also from our Bankers.

We UNDERSTAND that Empanelment / Application for Empanelment will not by itself confer any right to receive orders, as placing orders is subject to the requirements and as per laid down procedure of the Bank.

Thanking you

Yours faithfully

Authorised signatory

Seal

Place

Date