

**Annexure-A-1**
**APPLICATION FORM FOR PRINTERS.**
**PART-I : GENERAL INFORMATION**

Serial No.	Information Sought	Information Provided
1	Name of the PRINTERS: (In Block Letters)	
2	Date of Establishment / Incorporation	
3	Correspondence address and Telephone No. & e-mail ID	
4	Address of Head Office (If Separate) and Telephone No. & e-mail	
5	Status: Proprietary/ Partnership/Private Limited Company / Public Limited Company	
6	Names of the Partners /Directors	
7	Name of Chief Executive withhis present addresses andTelephone Nos.	
8	Name of Representative (s)with Designation who would becalling on us and attending to ourjobs	
9	Name of Bankers with Address & Telephone No. A/C No. IFS Code No.	
10	i. FactoryLicence Number: ii.Date of last renewal of license(Copy of license to be enclosed) iii.EPF Registration No. iv.ESIS Registration Code No. v. Service Tax Registration No. vi.Income Tax PAN Card No. vii GST Registration no	
11	Whether holding certificate under Shops & Establishment Act, duly Renewed ( <b>Copy should be enclosed</b> )	
12	State the latest Income Tax Assessed year and the amount of Tax assessed ( <b>Copies of last 3 years, IT Returns, Balance Sheets &amp; Revenue A/c to be enclosed</b> )	
13	Turn over for last three F/ Years F Y 2014-2015 F Y 2015-2016 F Y 2016-2017 ( <b>Attach audited Revenue A/c &amp; Balance sheet / I.T. Return</b> )	

14	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts	
15	If your firm is empaneled with any office of L I C Of India or any other PSU (Central) , please give name and address and encl the copy.	
16	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached)	
17	Names of the LIC whose printing works You may have done during the last 3 years. Mention only those offices to whom you have done sizable jobs or have done sizable jobs or have done constant work( Details of job done to be given)	
18	Approximate value of your output per year	
19	Are you agreeable to make deliveries to our offices when so directed ?	
20	How do you propose to compensate the loss arising out of theft ,fire ,etc	
21	Area occupied by the PRESS	
22	Total no. of workmen deployed on various categories in this year	
23	Total no. of Employees( Permanent) Total no. of Temporary Employees Total no. of skilled & unskilled employees	
24	Timing of shift	
25	Weekly Holidays	
26	Do you carry stock of papers and any other material ? If so What stocks do you generally hold.	
27	State the nature of printing jobs undertaken by you. (Full details to be given)	
28	Do you undertake manufacture of i) Envelopes ii) Policy Docket ii) Office File iii) Stickers iv) Policy wallet	
29	Mention any other specialties of your Establishment :	

**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.**

**PART-II: TECHNICAL INFORMATION****1. Particulars of composing facilities****(a) D.T.P System**

Make	Packages	Languages	Other features if any

**(b) Other composing facilities being used :-----****2. Particulars of scanning machine being used****3. Printing Machine****a) Offset Machine**

Make	Size	Color	Speed	Other features if any

**b) Letter Press Machine**

Make	Size	Speed	Other features if any	Remark

**c) Screen Printing Facility**

Make	Size	Colour	Speed	Other features if any

**d) Pre-printed continuous stationery machine**

Make	Size	Colour	Speed	Other features if any

4. Particulars of positive and plate making facility.

5. Binding and Finishing

a) Cutting Machine

Make	Size of Blade	Hand/Power Driver

b) Particulars of punching machine :-

c)Particulars of gliding Department :-

d) Particulars of Perforating machine :-

6. Have you got photo typesetting machine if so please furnish full details of type face :-

7. If any of the equipments mentioned above is under lease ,loan ,or hire purchase agreement copy.

8. Please furnish details particulars of any other agreement 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 India Silchar Divisional office Jeevan Prakash  
,Meherpur Silchar -788015 to consider my /our application for Empanelment as approved  
Printers .We agree to give full satisfaction of the Corporation in the event of their doing so.

Date

Place

Signature with seal