

QUESTIONNAIRE FOR ENVELOPE MAKERS/FLAT FILES & FILING PADS ANNEXURE- 'A 2'		
Sl.No	Information Sought	Information provided
1	Name of the Press / Company (in Block Letters)	
2	Date of Establishment / Incorporation	
3	Address and Telephone No.	
4	Address of Office (if separate) and Telephone No. E-mail Id	
5	Status : Proprietary /Partnership / Private Limited Company / Public Limited Company	
6	Name of the Partners / Directors	
7	Name of the Contact Person and Telephone Nos.	
8	Name of Representative(s) indicating Designation who would be calling on us and attending to our jobs and his / their mobile numbers	
9	Name of Bankers with address & 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) EPF Registration No. if any d) TIN No. e) PAN No.	

	f) ESISNo., if any	
11	Whether holding certificate under shops & E s t a b l i s h m e n t act, duly renewed. Copy should be enclosed	
12	State the latest Income Tax Assessed year a n d the amount of Tax Assessed(Copies of last 3 years IT Returns, Balance Sheets & Revenue A/c to be enclosed)	
13	List of Offices where you have been empanelled (LIC & other public sector or Govt of India)	
14	Are you agreeable to make deliveries to Corporation's offices within and out of Thrissur, which includes the districts of Palakkad & Malappuram when so directed?	
15	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts.	
16	Area occupied by the press	
17	Total Number of Employees	Permanent : Temporary: Skilled : Unskilled :
18	Number of shifts you work normally	
19	Timing of shifts	
20	Weekly Holidays	

21	Names of the offices of the LIC whose printing work you may have done during the last 3 years. Mention only those offices or whom you have done sizable jobs or have done constant work. (Details of jobs done to be given) Enclose separate sheet if space is insufficient.	
22	Name, addresses and Telephone Nos., of some of your most valued clients (Enclose separate sheet if space is insufficient)	
23	Approximate value of your output per year	
24	Do you carry stocks of papers and any other material. If so, what stocks do you generally hold?	
25	State the nature of printing jobs Undertaken by you. (Full details to be given)	
26	Do you undertake manufacture of	
	a) Envelopes	
	b) Office Files	
	c) Policy Dockets	
	d) Stickers	
	(if yes do you have scoring machine for files	
27	Mention any other specialties of your Establishment	
<p><i>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.</i></p>		

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 a : c. hand composing :	
2) Particulars of Scanning machines being used:	
3) Printing Machines a) Offset Machine : (Make, Size, Colour, Speed other features if any) b) Letter press Machines (Make, Size : Speed, Other features if any) c) Screen Printing Facility : d) Pre-Printed continuous stationary : machine (Make, Size, Colour, Speed Other features, if any)	
4) Particulars of Positives and Plate make facility :	
5) Binding and Finishing a) Cutting Machines : (Make, Size of Blade, Hand/Power driven) b) Particulars of punching machines : c) Particulars of performing Machines : d) Particulars of gilding department :	
6) Have you got photo-type setting 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 details should be furnished. :	
8) Please furnish detailed particulars of any	

other agreements you may have entered into 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, Divisional Office, Thrissur, to consider inclusion of my/our name in the list of your approved Printers for supply of envelopes/Dockets etc. I/We agree to give full satisfaction to the Corporation in the event of being included in the list of approved list of suppliers of Envelopes/ Dockets etc.

Signature with Seal

Dated :

Name, Designation

Note : The Corporation reserves, the right to cancel the name of the Printer from its approved lists at its absolute discretion without assigning any reason .