QUESTIONNAIRE FOR PRINTING PRESS

PART I : GENERAL INFORMATION
(Printers / Continous Sty. / Publicity Materials)

1) Name of the Press (In Block Letters) :

2) Date of Establishment / Incorporation :

3) Address and Telephone No. :

4) Address of Office (If Separate Printing Unit) and Telephone No. :

5) Status : Whether Sole Proprietorship/ Partnership/ Private Limited Company / Public Limited Company :

6) Names of the Partners /Directors :

7) Name of Chief Executive with his present addresses 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 nos. :

9) Name of Bankers with addresses & telephone nos. :

10) Is the press registered :
Under the Factories Act?
If so, state –
(a) Licence No. :
(b) Date of Last renewal of licence :
Copy of the licence to be enclosed.

OTHER DETAILS

(a) PAN No. :
(b) ESIS No., If any :
(c) EPF Registration No. if any :
(d) GST No :
(e) MSME -Details
Registration Number:
Date of Registration
Date of Expirty.
(f) NEFT Details

---

11) Whether holding certificate under shops & establishment act, duly renewed. Copy should be enclosed :

---

12) State the latest Income Tax Assessed year and the amount of Tax assessed :
Annural Sales Turn over :
copies of last 3 years IT returns, Balance Sheets & Revenue A/c to be enclosed

---

13) Are you agreeable to make deliveries to Corporation's offices in and outside Chennai in Tamiilnadu & Kerala when so required? :

---

14) Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts. (copies annexed) :

---

15) Area occupied by the press (Building only):

---

16) Total Numbers Employees : Permanent_____
Temporary_____

---

17) Number of shifts you work normally :

---

18) Names of the offices of the LIC whose printing work you may have done during the last 3 years. Mention only those offices for whom you have done sizable jobs or have done constant work. (Details of jobs done to be given) :

---

19) Name, Addresses and Telephone Nos.

of atleast three of your most valued clients :
Furnish contact detals Name,designation,
contact number, mail id

---

20) State the nature of printing jobs undertaken :
by you. (Full details to be given)

---

21) Do you undertake manufacture of :
a) Envelopes
b) Office Files
c) Stickers

---

22. Is the Firm registered as MSME with DIC/NSIC:
If so, enclose copies of documents as proof.

---

23. Has the Firm been removed/blacklisted by
Any of the office of Corporation, if so
Give details.

---

24) 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.Systems

Make	Packages	Languages	Other Features if any

---

2) Printing Machines

a) Offset Machine

Make	Size	Colour	Speed	Other Features if any

---

b) Screen Printing Facility - whether available

---

c) Pre-printed continuous stationery machine

Make	Size	Colour	Speed	Other Features if any

---

3) Particulars of Positives and Plate making facility

---

4) Binding, Finishing, Folding, Cutting

a) Cutting Machines

Make	Size Blade	Other Features if any

b) Particulars of punching machines

c) Particulars of perforating Machines

d) Particulars of Continuous stationery
Gathering machine.

~~5) If any of the equipments mentioned above is under lease, loan or hire purchase agreement should be furnished.~~

6) Please furnish details particulars of any other agreements you may have entered into which are subsisting and are likely to have a bearing on the jobs, which may be entrusted to you.

I/WE _____ request Life Insurance Corporation of India, Zonal Office, to consider inclusion of my/our firm in the list of their approved printers and agree to give full satisfaction to the Corporation in the event of their doing so.

Dated : _____

_____
Signature with Seal