

APPLICATION FORM FOR EMPANELMENT OF FIRM (FLEX etc)

Annexure 'A5'

Name of the Job : _____ (Separate Questionnaire is to be filled up for each job)	
Conditions for empanelment	
1	The printer should be in profession of printing for at least 3 years. (Copy of registration certificate must be enclosed).
2	Annual Turnover should be up to Rs.2 lacs for small job, Rs.5 lacs to Rs.15 lacs for medium jobs and above Rs.15 lacs for big jobs, in any of 3 financial years (Attach Balance Sheet for 3 years)
3	The printer should be on the approved panel of at least 3 reputed Firms out of which at least one should be Public Sector or Government undertaking
4	The printer should have at least one single colour & one 4-Colour offset machine, in-house stitching & Binding unit & Screen Printing unit
5	The printer should have at least 1500 sq. ft. area of operation for printing, binding etc, activities & sufficient storage space at one place only
6	The printer should have registration with State and Local authorities for undertaking the profession (Copies of registration & or license to be enclosed).
QUESTIONNAIRE FOR PRINTING of FLEX,BANNER,SIGN BOARD etc	
PART 1: GENERAL INFORMATION	
1	Name of the Press / Vendor (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 Chief Executive with his present address and Telephone Nos.	
8	N a m e of Representative(s) indicating Designation who would be calling on us and attending to our jobs and his / their mobile numbers	
9	N a m e 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	

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 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. I/We agree to give full satisfaction to the Corporation in the event of being included in the list of approved list of printers. Signature with Seal Dated : _____ Name, Designation	
<i>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</i>	