

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

|                       |       |         |
|-----------------------|-------|---------|
| Nature of application | Fresh | Renewal |
|                       |       |         |

|   |   |  |
|---|---|--|
| 1 | NAME OF THE FIRM /<br>PRINTING UNIT/<br>COMPANY/PERSON WITH<br>THE FULL POSTAL ADDRESS:<br><br>(If location of the Firm /Unit is<br>different from that of Office,<br>Please provide both the<br>addresses) |  |
|---|---|--|

|   |              |                |             |                  |          |
|---|--------------|----------------|-------------|------------------|----------|
| 2 | CONSTITUTION | Proprietorship | Partnership | Private Ltd.co., | Company. |
|   |              |                |             |                  |          |

|   |   |  |
|---|---|--|
| 3 | NAME/S AND ADDRESS OF<br>OWNER / AUTHORISED CHIEF.<br>WITH CONTACT Nos.<br><br>(DETAILS MAY BE ANNEXED<br>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<br>RESIDENCE<br>MOBILE NUMBER<br>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 2022 & 2023  |                                      |
| 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:<br><br>GST No:<br><br>PAN No:<br><br>TIN No: |  |
| 16 | NAME & ADDRESS OF THE MAIN BANKERS                   |  |

|    |  |   |
|----|--|---|
|    | Account No:<br><br>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( )<br>TOTAL( ) |
| 20 | DETAILS OF OUTSOURCING THE WORKS IF ANY  |   |
| 21 | a) DETAILS OF SEPARATE GODOWN / SPACE FOR STORING PAPER, IF ANY<br><br>b) DETAILS OF INSURANCE OVERAGE<br><br>c) DETAILS OF THE VALUE OF STOCK NORMALLY HELD |   |

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

|                          | 31 <sup>st</sup> March 2021 | 31 <sup>st</sup> March 2022 | 31 <sup>st</sup> March 2023 |
|--------------------------|-----------------------------|-----------------------------|-----------------------------|
| 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 31.03.2023

| 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**