

APPLICATION FOR EMPANELMENT OF PRINTERS
FOR PRINTING SECURITY ITEMS
(Category-V)

Nature of application	Fresh	Renewal

1	NAME OF THE FIRM / PRINTING UNIT/ COMPANY/PERSON WITH THE FULL POSTAL ADDRESS: (If location of the Firm /Unit is different from that of Office, Please provide both the addresses)	
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2	CONSTITUTION	Proprietorship	Partnership	Private Ltd.co.,	Others

3	NAME/S AND ADDRESS OF OWNER / AUTHORISED CHIEF OF THE FIRM. WITH CONTACT Nos. (DETAILS IF ANY MAY BE ANNEXED SEPERATELY)	
4	DETAILS OF SERVICE PROVIDED WITH REGARD TO PRINTING OF SECURITIES ITEMS	

5	TELEPHONE NOS / EMAIL ID FOR COMMUNICATION	
	OFFICE RESIDENCE MOBILE NUMBER 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 2020 & 2021	
11	DETAILS OF INHOUSE PRE PRESS & POST PRESS FACILITIES AVAILABLE: Eg: DESIGNING DTP, BINDING, SPROCKET, PUNCHING LAMINATION, SPIRAL BINDING OTHER MODERN AMENITIES ETC	

12. DETAILS OF IMPORTANT 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				
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13. DETAILS OF MAJOR CLIENTS (Public Sector Undertakings / Banks) - Enclose Photocopies of the latest orders. (Use additional sheet if necessary)

Sl.No.	Name & Address	Nature of Jobs handled
1		
2		
3		
4		
5		
6		

14. DETAILS OF APPROVAL RECEIVED BY THE FIRM FOR PRINTING SECURITY ITEMS OF BANKS.

SI No	Nature of approval	Authority

15. DETAILS OF SPECIAL AMENITIES IN THE FIRM / RECOGNITION RECEIVED ETC.

SI No	Nature of approval	Authority

16. THE MAIN PREMISES WHERE THE PRINTING UNIT IS RUNNING IN:
 OWN () ON LEASED () RENTED () BUILDING

GIVE DETAILS:

17	REG No: GST No: PAN No: TIN No:	
18	NAME & ADDRESS OF THE MAIN BANKERS	
	Account No: IFSC:	
19	DETAILS OF CREDIT FACILITIES ENJOYED FOR THE FIRM , IF ANY	
20	DETAILS OF ASSETS / STOCK/ MACHINERY.	
21	NUMBER OF EMPLOYEES ENGAGED	SKILLED() UNSKILLED() OFFICE STAFF() TOTAL()
22	TIME GENERALLY REQUIRED FOR DELIVERY OF ITEMS	

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

	31 st March 2019	31 st March 2020	31 st March 2021
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.

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