

RESPONSE SHEET

Information to be furnished by the Agency

1.	Name of the Agency	:	
2.	Address	:	
3	Contact details: Mobile E-Mail and website	:	
4.	Type of the Organization (Whether sole/Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	:	
5.	Whether registered with the Registrar of companies / Registrar of firms. If so, furnish full details and copies of valid i. VAT, Sales Tax and Service Tax Registration Number ii. NMMT Cess or LBT Registration number (as applicable) iii. Permanent Account Number (PAN) of the Firm. iv. Any other registration that is required as per statutory/local norms for supply of stationery items.	:	
6.	Name and PAN of the Proprietor / : Partners / Directors of the Organization /	:	

	Firm (a) (b) (c) (d) (e) (f)		
5.	Year of Establishment	:	
6.	Length of business in the field of Office Stationery Supplies	:	_____ Years
7.	Similar supplies carried out during last 3 years by the firm.	:	Details to be furnished in the prescribed Proforma (Statement I)
8.	Details of similar supplies on which the firm is engaged at present.	:	Details to be furnished in the prescribed Proforma (statement II)
9.	The average annual turnover of the Agency for the last three years.	:	
10.	Yearly turnover of the firm during last 3 years. Please attach certified copies of accounts statements.	:	(a) 2015 (b) 2016 (c) 2017
11.	Details of Earnest Money Deposit	:	Draft No. _____ Date _____ Bank Name. _____
12.	Whether any civil suit / litigation in the contracts executed during the last 3 years has arisen and pending in any court of law. If so, please furnish full details.	:	

Place

Date

AUTHORISED SIGNATORY

Statement – I

Statement of similar supplies undertaken by the Agency during last three years

Each costing Rs.2.00 lakhs and above (2015, 2016 and 2017)

Sr. No	Name of Client, location and contact details	Nature of supplies & work involved	Whether Central Govt./ State Govt. / Public Sector Undertaking/Autonomous Body/Educational Institute	Annual Value of Supply of stationery items			Period of the contract	Details of litigation /premature termination of contract	
				2015	2016	2017			
1	2	3	4	5	6	7	8	9	

PLEASE ENCLOSE ONE COPY OF SUPPLY ORDER OF EACH CLIENT

Signature of the Applicant

Statement - II

Statement of on-going stationery supply contracts each costing Rs.2.00 lakhs and above

Sr. No.	Name of supplies and location	Nature of supplies involved in the contract:	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/ Autonomous Body/ Private Body/Educational Institute with address and name of the official from the client's side (with phone no.)	Supply/ Contract Amount	Period of the contract	Any other relevant information

PLEASE ENCLOSE ONE COPY OF SUPPLY ORDER OF EACH CLIENT

PLACE

DATE

Signature of the Applicant