

APPLICATION FORM FOR EMPANELMENT OF PRINTING PRESS

To
The Registrar, KKHSOU
Patgaon, Rani, Guwahati-781017

Sir,

Reference to your advertisement No. _____ dt. _____ I/We am/are interested to empanel my/our Press for printing of Study material/ Prospectus. Required particulars are furnished below along with the supporting documents as per the condition No. 9 of the advertisement and a Demand Draft/ Banker's Cheque No. _____ Dated for Rs. 1000.00.

- 1. Name of the Printing Press :
- 2. Address :
- 3. Industry Registration No. :
- 4. Company Registration No. if applicable :
- 5. Trade License No. :
- 6. PAN :
- 7. VAT Registration No. :

8. Bank Details

i.	Name of the Bank	:	
ii.	Name of the Branch	:	
iii.	A/C No.	:	
iv.	Type of the A/C (Ticked as applicable) SB/CD/OD/CC :		
v.	IFSC Code No.	:	

9. **Status of the Firm**(ticked as applicable) : **Proprietorship/Partnership/Company**

10. **In case of Proprietorship** :

Name of the Proprietor	Address of the Proprietor

11. **In Case of Partnership Firm** :

Name of the Partner	Address of the Partner
i.	i.
ii.	ii.
iii.	iii.
iv.	iv.
v.	v.

12. In case of Company :

Name of the Managing Director/CEO	Address of the M.D./CEO

13. Number of Machineries installed :

Name of the Machine	Single colour printing Machine	Bi-colour printing Machine	Multi colour printing Machine (of any)	Paper Cutting Machine	Automatic Binding Machine

14. List of the Documents enclosed as mentioned in condition No. 9 of the notice for empanelment of the Printing Press :

Name of the Document	Annexure
i. Industry Registration Certificate	
ii. Company Registration Certificate (In case of a Company)	
iii. Trade license	
iv. PAN	
v. VAT Registration Certificate	
vi. Front page of Bank Pass Book/ Bank Statement in support of Bank Details	
vii. Partnership Deed (In case of Partnership Firm)	
viii. Memorandum & Article of Association in case of Company	
ix. Income Tax Clearance Certificate	
x. VAT Clearance Certificate	

Information's furnished above are true and correct to the best of my knowledge and believe.

Place:

Date:

Signature, Name & Designation with Seal

Conditions:

1. The Press must be a registered printing Press.
2. Must have its own Binding unit.
3. Must have its registered office at Guwahati.
4. Must be cable of printing and give delivery of the ordered quantity within a week from the date of receipt of order along with CRC of the material to be printed.
5. Ready to execute order for any quantity of study material ranging from 100 to 10,000 unit.
6. Agree to submit the page wise rate for printing in different size and quality of the paper.
7. Validity of the empanelment will be for two years, which may be extended as per the discretion of the University Authorities.
8. Application must be accompanied by copy of the Industry Registration Certificate , Trade license , PAN, VAT Registration Certificate, Partnership Deed in case of Partnership Fund,

Company Registration and Memorandum & Article of Association in case of Company, Certified copy of the Audited Balance sheet for the last three years, Income Tax & VAT Clearance Certificate, Financial credential certificate from the Bank. Front page of the Bank Pass Book of Bank Statement in support of Bank details.

9. Accept the Payment term of the University i.e. no advance payment will be made and the payment will be release within one month of the receipt of the bill along with duly acknowledged delivery Chillan.
10. University authorities reserve the right to accept or reject any application without assigning any reason thereof.

-Sd-

Registrar, KKHSOU.

