

**DIRECTORATE OF PRINTING, STATIONERY AND PUBLICATION ,ODISHA
MADHUPATNA, CUTTACK-753010**

**TENDER NOTICE NO.1/FOR OUTSOURCING OF
SWEEPING , CLEANING AND MOPPING SERVICES, 2016-17**

Whereas it has been decided to outsource sweeping, cleaning and mopping of different Units of this Directorate to the Service Providers, tenders are invited in double sealed cover (Technical bid along with E.M.D. in one cover of P.P. Unit & Forms Unit separately and price bid in another cover in respect of P.P. Unit and Forms Unit separately) in prescribed form from interested registered Organisation / Agency / Firms / Company for providing the above services covering areas of approximately **87,890 Sq.fts. in P.P. Unit and 1,19,856 Sq.fts. in Forms Unit for daily Sweeping and once a month Mopping along with daily cleaning of 16 nos. of Latrines and 22 nos. of Urinals of P.P. Unit & 17 nos. of Latrines and 34 nos. of Urinals of Forms Unit** as per terms and conditions mentioned in the tender documents. The tenderers /bidders are required to quote the rate for Square foot of cleaning/mopping office and factory area and lump-sum rate for the Latrines and Urinals of P.P. and Forms Unit separately. The area mentioned has been assessed based on office records and approximate measurement for which the tenderers may have their own assessment on spot/site inspection.

Details of tender documents for Sweeping, Cleaning and Mopping services can be obtained from the Accounts Officer(Purchase), Directorate of Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack from **14.7.2016 to 3.8.2016** on every working day during the office hours from 11.00 A.M. to 4.00 P.M. on payment of Rs.200/- (Rupees two hundred) only + V.A.T. (non-refundable) aggregating to Rs.210/- (Rupees two hundred ten) only in cash in person only. The areas required to be covered by Sweeping, Cleaning and Mopping can be inspected by the intending bidders both in P.P. and Forms Unit on any working day within 11.00 A.M. to 4.00 P.M. from **20.7.2016 to 26.7.2016** for which they may contact the concerned Unit Officers i.e. Dy.Director, P.P. and Joint Director, Forms Unit

The tender documents can also be down loaded from Odisha Govt. Website i.e. www.odisha.gov.nic.in/www.ogpress.nic.in. In such cases, the tender is to be submitted along with a bank draft of **Rs.210/- (Rupees two hundred ten)** only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

The tender documents as required by this office along with E.M.D. @ 2% of the tendered value in shape of National Savings Certificate/Post Office Time Deposit from any Post Office/F.D.R. from any Nationalised Bank shall be received by 2.00 P.M. on **4.8.2016** and the Technical bids will be opened at 3.00 P.M. on the same day in presence of the tenderer or one of their authorized representatives.

The undersigned reserves the right to reject any or all tenders and to alter/amend the terms & conditions of tender without assigning any reason thereof.

All disputes shall be finalised by the Court of the Cuttack jurisdiction for the above purpose.

Sd/- G.Satpathy
Director,
Printing, Stationery and Publication,
Odisha, Madhupatna, Cuttack-10.

**DIRECTORATE OF PRINTING, STATIONERY AND PUBLICATION, ODISHA,
MADHUPATNA, CUTTACK-753010**

**TENDER NOTICE NO.1/FOR OUTSOURCING OF
SWEEPING , CLEANING AND MOPPING SERVICES, 2016-17**

1. INVITATION TO TENDER

The Director, Printing, Stationery and Publication, Odisha, Cuttack invites tender from the registered Organisation / Agency / Firms / Company for providing cleaning and mopping services by daily sweeping and monthly once mopping of floors etc. for approximately **87,890 Sqfts. in P.P. Unit and 1,19,856 Sqfts. in Forms Unit (statement enclosed) along with daily cleaning of the Latrines and Urinals of the Units (statement enclosed)** as per terms and conditions mentioned in the tender documents. Tenderers/ bidders may have their own assessment of the area so assessed/mentioned on spot/site verification. The bidders have to use their own sweeping, cleaning and mopping instruments along with required chemicals /disinfectants and other such articles for the purpose.

The areas meant for Sweeping, Cleaning and Mopping can be inspected by the intending bidders both in P.P. and Forms Unit on any working day within 11.00 A.M. to 4.00 P.M. from **20.7.2016 to 26.7.2016** for which they may contact the concerned Unit Officers.

2. SALE OF TENDER PAPERS

Prescribed tender documents may be obtained from the office of the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-753010 on payment of Rs.200/- (Rupees two hundred) only + V.A.T. aggregating to Rs.210/- (Rupees two hundred ten) only per set of tender document by cash only which is non-refundable. The tender documents may be obtained on any working day between 11.00 A.M. to 4.00 P.M. from **14.7.2016 to 3.8.2016** from Accounts Officer(Purchase), Directorate of Printing, Stationery & Publication, Madhupatna, Cuttack-10.

The tender documents can also be down loaded from Odisha Govt. Website i.e. www.odisha.gov.nic.in/www.ogpress.nic.in. In such cases the tender is to be submitted along with a bank draft of **Rs.210/- (Rupees two hundred ten)** only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

3. EARNEST MONEY DEPOSIT

i) The tenderer shall deposit earnest money @ 2% (two percent) of his tendered value in respect of P.P. Unit and Forms Unit separately. The E.M.D will be accepted in shape of National Savings Certificate/Post Office Time Deposit from any PostOffice/F.D.R. except Demand Draft/Cheque from any Nationalised Bank duly pledged in favour of the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack. Request for transfer of any previous deposit or adjustment of earnest money from any claim payable will not be entertained. **Tenders without E.M.D. will not be considered under any circumstances.**

Contd...2/-

- ii) The tenderer shall not be entitled to any interest on the earnest money, except what may be allowed and paid by the Postal/Bank Authorities.
- iii) The earnest money deposit of a successful tenderer (hereinafter also referred to as the Contractor unless repugnant to the contest) shall be retained for the fulfillment of the contract by the Contractor until the Contractor furnishes the prescribed security deposit.
- iv) The E.M.D. of unsuccessful tenderer(s) will be refunded soon after finalisation of the tender .
- v) In the event, the Contractor does not furnish the amount of security deposit in the manner (10% of the total tendered value) and the conditions of contract and/or fails to execute the agreement within a period of 07(seven) days from the date of issue of the work order, the E.M.D. shall be absolutely forfeited to the Government of Odisha in respect of tender for which no agreement is executed without prejudice to the right of the Director to such claims/action under these terms and conditions.

4. DETAILED SCOPE OF WORK

Services in shape of cleaning the entire floor area of P.P./Forms Unit by daily sweeping and monthly once mopping of floors and dusting and removal of cobweb so as to keep the premises neat and clean. The Latrines and Urinals are to be cleaned/washed using required infectants/detergents etc. to keep them clean and hygienic. The dirt arising out of cleaning, sweeping and mopping should be removed and dumped in places meant for the purpose.

- i) **Sweeping and Mopping of the office should be completed before 9.00 A.M.**
- ii) **Mopping up floors should be done using detergent like surf/tide and disinfectants like Phenyl etc.**
- iii) **Cleaning of Latrines and Urinals once a day to be completed before 9.00 A.M. using cleaning agent/disinfectants like phenyl/harpic/bleaching powder etc.**
- iv) The contract for providing the aforesaid daily sweeping and mopping once a month is likely to commence from the date of executing agreement and would continue **till ending of the financial year**. The period of the contract may be further extended beyond financial year basing on the performance of the Service Provider or may be curtailed/terminated before commencing the contract.

5. Terms and Conditions:

- a) The area indicated in the tender notice /invitation to tender has been assessed on approximation which may vary. However, the bidder may inspect the area and quote their rates based on their own assessment.**
- b) The Outsourcing Agency/Service Provider will abide by all the rules and regulations relating to Labour Laws, Accident, Workman Compensation Act, Workman Insurance, ESI, EPF etc. This will be the sole responsibility of the outsourcing agency. The Authority will not be a party at any stage to any kind of dispute relating to the above. In case of any liabilities arises due to non performance by the agency, under no circumstances the authority shall be liable for the same.**
- c) Service works will be allowed to eligible firms on the recommendation of the Technical Committee and after their inspection of the individual firm and after verification about the authenticity of the documents furnished by the intending Organisation / Agency / Firms / Company with respect to the original documents as stated above.**
- d) All the Interested Organisation / Agency / Firms / Company shall be ready with all their original documents including VAT clearance certificates etc. for necessary verification.**
- e) The eligible Organisation / Agency / Firms / Company shall be required to enter into an agreement with the authority and deposit the security amount @ 10% of the tender value as per the prevailing terms and conditions of works.**
- f) For any false/incorrect information/documents submitted along with the “Tender for Sweeping, Cleaning & Mopping” the authority reserves the right to undertake strict penal actions, including cancellation of Work Orders, forfeiture of E.M.D./Security Deposit/Bills of payment, Blacklisting in addition to any legal actions that may be imposed.**
- g) The Organisation / Agency / Firms / Company shall not entrust the work/or sublease to any other Second Party or Parties at any stage, will leads to breach of contract and liable for cancellation.**
- h) In the event of any sweeping/cleaning personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve and provide the same under intimation to the Unit Officers.**

- i) The Organisation / Agency / Firms / Company shall also maintain the daily attendance record of the sweeping personnel deployed by it showing their arrival and departure time and shall submit an attested photocopy of the attendance record to the Security Section of P.P. Unit and Forms Unit.
- j) The Organisation / Agency / Firms / Company shall provide Aprons with their Agency logo to the workers so engaged for their identification as workers of the service provider.
- k) The tenderer shall furnish the attested copies of valid documents with the Tender paper. Attested copies of (a) EPF. Registration (b) ESI Registration (c) License issued by Labour Department (d) Registration certificate of the voluntary Agency/Organisation (e) PAN Card (f) Service Tax Registration Certificate/Income Tax Return.
- l) In the event of breach of contract by the bidder, the entire Security Deposit Money shall be forfeited.
- m) The Organisation/Agency / Firms / Company should furnish the list of firms/offices to whom they have rendered service for such type of work.
- n) Selected Organisation / Agency / Firms / Company may be called for negotiation. Preference will be given to the Agency / Firms / Company having experience in the work sanitation & cleaning.
- o) The tender shall be finalized by the authority.
- p) The undersigned reserves the right to reject any or all tenders and to alter/amend the terms and conditions of tender without assigning any reason thereof.
- q) **The rate shall be quoted by the tenderer clearly indicating the basic price and taxes separately.**
- r) The tender documents should be furnished in the office chamber of the Accounts Officer (Purchase) of this Directorate on or before the last date and time specified for submission of tender. Late submission of tender shall not be accepted in any circumstances.
- s) Any addition or alteration in terms and conditions can be made as per work order procedure framed by the Government in Finance Department vide O.M.No.42284/F., dated 26.9.2011.

PAYMENT

- i) **The Organisation / Agency / Firms / Company shall raise the monthly bill and payment shall be made quarterly. No other charges of any kind shall be payable.**

- ii) **After the payment of bill amount for the 1st quarter of the execution of contract, the Agency/Organisation shall have to produce the proof of deposit of Service Tax/ EPF deposit along with the bill for the subsequent months. On failure to do so, payment on account of the aforesaid statutory dues shall be withheld. The withheld amount shall be released only after production of proof of payment made earlier on the aforesaid account.**

Sd/- G.Satpathy
D i r e c t o r,
Printing, Stationery and Publication,
Odisha, Madhupatna, Cuttack-10.

INSTRUCTIONS TO TENDERERS
SUBMISSION OF TENDERS.

1. Each set of tender documents shall be serially numbered and each page thereof duly signed by the officer authorized by the Director.
2. The tender documents shall be furnished along with the cash receipt obtained from the Cashier(Stationery) of the office of the Director.
3. All information in the tender form shall be in English. Information in other language shall be accompanied by its translation in English. Failure to comply this may lead to rejection of the tender.
4. The tender forms shall be filled in clearly typed or Computerized. No tender filled in otherwise shall be considered.
5. Any erased or overwrite in the tender form shall duly be signed by the tenderer.
6. Tenderer who have adequate knowledge in Sweeping and cleaning Work must furnish requisite documentary evidence to show to the satisfaction of the Director.
7. Tenderer having place of business inside the State of Odisha shall have to furnish up to date V.A.T. Clearance Certificate from their concerned Sales Tax Authority but the firms outside the State of Odisha shall have to furnish an undertaking in the form of an affidavit indicating therein that they are not registered under the V.A.T. Act., as they have not started any business in the State of Odisha and they have no liability under the Act.
8. No tender will be considered without a V.A.T. Clearance Certificate in Form VAT-612 as per the Finance Department Memo No.31716/F., dated 1.7.2005.
9. The tenderers are required to produce the attested photo copy of Registration Certificates under the V.A.T. Act. & C.S.T. Act.
10. All the aforesaid original certificates shall be produced at the time of execution of agreement for necessary verification and return.
11. The tender will be submitted in two envelopes, superscribed the first envelope “**TECHNICAL BID**” and the second envelope the “**PRICE BID**” duly filled in respect of P.P. Unit and Forms Unit separately. Only successful tenderer who qualifies in the “**TECHNICAL BID**” will be considered for “**PRICE BID**” opening.

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12. The bidders are required to enclose photocopies of the following documents(duly attested by Gazetted Officers of the State Government)
 - a) Registration certificate of the applicant organization
 - b) Copy of PAN Card
 - c) Copy of the I.T. return filed for the last three financial years;
 - d) Copy of the Service Tax registration certificate;
 - e) Certified extracts of the Bank Account containing transactions during last three years.
 - f) Declaration that no criminal case is pending against the Organisation/Agency at present.
 - g) EPF. Registration
 - h) ESI Registration
 - i) License issued by Labour Department
 - j) Registration certificate of the voluntary Agency/
13. Any tender containing false information/particulars shall be liable to be rejected and tenderers shall be debarred from any future dealing with the Director.
14. Proforma in duplicate duly filled in should be furnished with the tender documents.
15. Rates offered should be strictly valid up to 31st. March,2017.
16. The last date of submission of sealed tender paper is up to 2.00 P.M. of **4.8.2016** and the tender will be opened on the same day at 3.00 P.M. in presence of the tenderer/authorized representative.
17. The successful tenderer have to made an agreement with required quantity of Security Money @ 10% of the total tendered value of work order within 07 days in stamp paper with the Director as a token of acceptance, otherwise the E.M.D. so deposited will be forfeited by the Director without assigning any reason thereof. The Director may elect to withdraw the invitation to tender even without notice and without assigning any reason whatsoever.

Full Signature of the Tenderer
With date and Seal.

ANNEXURE- I

TENDER FORM

Date.....

From

M/s.....

To

The Director,
Printing, Stationery & Publication,
Odisha, Madhupatna, Cuttack-753010.

Reference- Tender Notice No....., dated.....

Dear Sir,

In response to your advertisement in the
Dated..... inviting tender for **daily Sweeping and Mopping once a month along with daily cleaning of 16 nos. of Latrines and 22 nos. of Urinals of P.P. Unit & 17 nos. of Latrines and 34 nos. of Urinals of Forms Unit.** I/We, a Company/a Partnership Firm/an Association/Sale Proprietor (in the case of a Firm, an Association or a Syndicate please set out here full name of all Partners or members)

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carrying on business as

hereby tender to supply the machine including all accessories and attachments complete in all respects at the firm rate quoted in the schedule attached.

2. I/We agreed that this offer shall remain valid till 31.03.2017 and if the offer is withdrawn before the said date, I/we shall be liable for damages to the extent to be determined by you and pay the same forthwith on demand without protest or demur.

Contd..2//

3. I/we hereby agree to abide by and fulfill the terms and conditions set out in the INVITATION TO TENDER, INSTRUCTIONS TO TENDERERS, CONDITIONS OF CONTRACT AND ANNEXURES HERETO, which shall be deemed to form a part of this tender and I/we return herewith all these documents attested on each page in token of my/our acceptance thereof.

4. I/we hereby further agree to intimate the Director, Printing, Stationery & Publication, Odisha, Cuttack-753010 at any time whether before or after acceptance of my/our tender, any change in the address as and or constitution of my/our firm/association/syndicate either by death or retirement of any partner or by the admission of a new partner or member (this clause shall apply whether tenderer is a firm/association or syndicate).

5. I/we hereby certify that I am/we are real service provider/manufacturers/stockiest/authorized agents of the overseas suppliers and my/our financial position is quite sound to fulfill the contract.

6. I/we hereby declare that this Tender and your acceptance to be communicated by you to me/us by registered letter or letter delivered by hand or special messenger or by shall constitute a valid and binding contract between us.

In presence of :

Full Signature of the Tenderer

1. Signature of Witness

Address.....

Seal of Tenderer

.....

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Telephone No.....

Fax

2. Signature of Witness

Address.....

Telephone No.....

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Fax.....

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P.P.UNIT

Sl. No.	Name of Industrial Area	Size / Area Approximately	Work to be done	Price Quoted
1	Retouching	1800 Sqr. Ft. (60 x 30)	Daily Sweeping Moping once a month,	Rs.
2	Type Store	930 Sqr. Ft. (62 x 15)	„	
3	Press Store	300 Sqr. Ft. (20 x 15)	„	
4	Composing III & VI	450 Sqr. Ft. (30 x 15)	„	
5	M/c Branch			
A	Offset- II	13800 Sqr. Ft. (230 x 60)	„	
B	Orient		„	
C	Fast- 300		„	
D	Attach Binding		„	
E	Polar Cutting		„	
6	Reading Branch	1800 Sqr. Ft. (60 x 30)	„	
7	Offset- IV	1200 Sqr. Ft. (40 x 30)	„	
8	Polar Cutting	450 Sqr. Ft. (15 x 30)	„	
9	Binding- I & VI with (Chakara ghar)	1800 Sqr. Ft. (60 x 30)	„	
10	Offset- I	1800 Sqr. Ft. (60 x 30)	„	
11	Binding- II	1800 Sqr. Ft. (60 x 30)	„	
12	Binding- III, V, VII	3600 Sqr. Ft. (60 x 60)	„	
13	General Workshop	3600 Sqr. Ft. (60 x 60)	„	
14	Elec. Workshop	1800 Sqr. Ft. (60 x 30)	„	
15	R & D	2400 Sqr. Ft. (60 x 40)	„	
16	Comp- I (Confidential)	1800 Sqr. Ft. (60 x 30)	„	
Total		39330 Sqr.Ft.	„	

Contd....2/-

Sl. No.	Name of Halls & Rooms	Size / Area Approximately	Work to be done	Price Quoted
Officer's Office Room	Director (Tech .)	900 Sqr. Ft. (30 x 30)	Daily Sweeping Scrubbing once a month,	Rs.
	Dy, Director(P.P)	900 Sqr. Ft. (30 x 30)	"	
	Astt. Director (P.P)	450 Sqr. Ft. (30 x 15)	"	
	Astt. Director- II (P.P)	450 Sqr. Ft. (30 x 15)	"	
	Meeting Hall	450 Sqr. Ft. (30 x 15)	"	
	Security Office	450 Sqr. Ft. (30 x 15)	"	
	Museum	6720 Sqr. Ft. (112 x 60)	"	
	DTP- I	465 Sqr. Ft. (31 x 15)	"	
	DTP- II	465 Sqr. Ft. (31 x 15)	"	
	Heidelberg- I	1800 Sqr Ft. (60 X 30)	"	
	Heidelberg- II	1800 Sqr Ft. (60 X 30)	"	
	CTCP	465 Sqr. Ft. (31 x 15)	"	
	EPBX	450 Sqr. Ft. (30 x 15)	"	
	Medical	900 Sqr. Ft. (60 x 15)	"	
1st Floor	Halls & Rooms	Size / Area Approximately	Work to be done	
	Cash Section	450 Sqr. Ft. (30 x 15)	Daily Sweeping Scrubbing once a month,	
	Accounts Section	1200 Sqr. Ft. (40 x 30)	"	
	Press Store (S.O.)	1200 Sqr. Ft. (30 x 40)	"	
Total		19515 Sqr. Ft.	"	

Contd....3/-

Verandah

Sl. No.	Name of Halls & Rooms	Size / Area Approximately	Work to be done	Price Quoted
1	Binding Section- I to VII Corner	3055 Sqr. Ft. (235 x 13)	Daily Sweeping	Rs.
2	Machine Branch Verandah From Offset-I to D.D.(P.P) Office	2640 Sqr. Ft. (240 x 11)	"	
3	Retouching Corner to School Binding	8250 Sqr. Ft. (750 x 11)	"	
4	School Binding to Mono & Lino Verandah	2640 Sqr. Ft. (240 x 11)	"	
5	Musium corner to Ambulance Room	2585 Sqr. Ft. (235 x 11)	"	
6	Portico	1625Sqr. Ft. (65 x 25)	"	
7	Total Verandah of 1st Floor	8250 Sqr. Ft. (750 x 11)	"	
Total		29045 Sqr. Ft.	"	
Grand Total		87,890 Sqfts.	"	

Urinals & Latrines

Urinals & Latrines	Nos	Work to be done	Price Quoted
Urinals of P.P Units	22 Nos	Daily Cleaning with Phenyl.	Rs.
Latrines of P.P Units	16 Nos		
Total	38 Nos		

Forms Unit

List of Rooms/Halls In Factory Side

Ground Floor	No. of Halls/Rooms	<u>Size/Area</u> Approx.	Work to be done	Price Quoted
	Binding Sec.	13,800Sqr. F (92 x150)	Daily sweeping & Moping once a month	Rs.
	Composing Sec.	4,400Sqr. F (110 x 40)	do	
	Offset Sec.	2,500Sqr. F (50 x 50)	do	
	Machine/Orient Super with P.O. room with A.D Room	16,500Sqr. F (110 x150)	do	
	Paper Store	11,316Sqr. F (92 x123)	do	
	Form Store	16,500Sqr. F (110 x150)	do	
	Sty. Store	11,960Sqr. F (92 x130)	do	
	Total area	76,976sq.ft	do	
	No. of Halls/Rooms	<u>Size/Area</u> Approx.	Work to be done	
	Long Verandah	4,000 (500 x 8) 1,080 (30 x18x2)	Daily sweeping	Rs.
	Total	5,080 sq.ft	do	

Contd...2/-

List of Rooms/Halls InAdministrative Block

Location	No. of Halls/Rooms	<u>Size/AreaApprox.</u> Total Surface Area	Work to be done	Price Quoted
Ground Floor	Security Sec.	12,600Sqr.Ft 210x60	Daily sweeping & Scrubbing once a month	Rs.
	Forms Scrutiny & Forms Store			
	Reception Room			
	Reception Front			
	Issue Sec.			
	R.T.I Cell			
	Sty. Supply Publication			
1st. Floor	Canteen	12,600Sqr.Ft 210x60	do	
	Account Forms			
	D.D.O Forms			
	Sty. Account			
	J. D Front			
	D.T.P Forms			
	LWO Room			
	Service Book -I			
	Service Book-II			
	G.P.F Sec.			
Conference Hall				
Top. Floor	Director Room	12,600Sqr.Ft 210x60	do	
	A.O Purchase			
	E.O -I			
	E.O -II			
	Director (T)			
	Esst.-II			
	Esst.-I			
	A.O Budget			
	Purchase Sec.			
	Mini Conference			
	Director Front			
	Budget Sec.			
	Audit/Recovery			
	Internal Store			
	Type Sec.			
	Maintenance Sec.			
	Pension Sec.			
Total	37,800sq.ft			
Grand Total	1,19,856 Sqfts.			

Contd...3/-

Urinals & Latrines

Urinals & Latrines	Nos	Work to be done	Price Quoted
Urinals of Forms Units	34 Nos	Daily Cleaning with Phenyl.	Rs.
Latrine of Forms Units	17 Nos	Daily Cleaning with Phenyl.	
Total	51 Nos		

PRO FORMA

1. Name and address of the firm:-
2. Whether a Limited Firm or a Public or Private Undertaking Limited Company.
3. (a) The names and addresses of Prop./Partner/Managing Director/Manager/Authorised representative.

(b) Is the place of business of the tenderer within the State of Odisha ?
4. Financial condition of the firm whether solvent or not, with details thereof.
5. (a) Whether a Manufacturer or an Authorised Distributor.
(b) If a Distributor, name and address of the Manufacturer.
6. Varieties of articles dealt with and names of the items.
7. Is it a Small Scale Industry or Government Sponsored Cottage Industry ?
8. Is it a Registered Firm under the Partnership Act? If so, Registration No. and date and office of registration should be given.
9. Are you a Registered Dealer and if so, please quote both VAT and Central Sales Tax(CST) Registration Nos.
10. Name of the authorised representative who can hold discussion on your behalf at the time of necessity.
11. The names of the Prop./Partners / Managing Director/Authorised representative with address or addresses as the case may be who is authorised to receive money in case of an endorsed bill on behalf of the Firm from Government Presses and their specimen signature in quadruplicate for each.
12. Are you an Income Tax Assessee? If so, the last Income Tax clearance Certificate to be furnished.

CERTIFICATE-- Certified that the above information furnished by me is true and correct to the best of our/my knowledge and belief. In case any or all the informations given above is/are found to be incorrect at any time, I undertake the liability to be proceeded with in any manner. Any change or changes in regard to the furnished information will be intimated by us/me as and when such changes occur.

Signature of the Prop./Partner
Managing Director/Authorised representative.