

GOVERNMENT OF ASSAM  
DIRECTORATE OF TRAINING  
**ASSAM ADMINISTRATIVE STAFF COLLEGE**  
JAWAHARNAGAR;KHANAPARA;GUWAHATI – 781 022

**TENDER NOTICE**

No.AASCS(S)11/2013/6

Dated Guwahati the 30<sup>th</sup> of January, 2014

Sealed quotations affixed with non-refundable court fee stamp of **Rs.8.25/- (Rupees Eight and twenty five paisa only)** only are invited from the government-registered firms for supply of stationery items including bags in this Directorate by **February 25, 2014 (2 pm)**. The quotations would be opened on the same day i.e. **February 25, 2014 at 3 pm**. The interested firms may collect the tender documents from the Administrative Officer, Assam Administrative Staff College during the office hours on payment of Rs. 500/- (Rupees Five Hundred only in cash) which would be non-refundable from **February 1, 2014** onwards.

The tender documents may also be downloaded from the website, [www.aasc.gov.in](http://www.aasc.gov.in). However, the payment of Rs 500/- will have to be made in any case.

The Director of Training, Assam Administrative Staff College reserves the right to accept or reject any or all tender papers without assigning any reasons thereof.

**Director of Training**  
**Assam Administrative Staff College**  
**Guwahati – 781 022**

# **TENDER DOCUMENT**

## **FOR SUPPLY OF STATIONERY AND OTHER ITEMS**

**AT**

**ASSAM ADMINISTRATIVE STAFF  
COLLEGE SOCIETY  
JAWAHARNAGAR, KHANAPARA  
GUWAHATI, ASSAM  
781022**

**Web Site: [www.aasc.gov.in](http://www.aasc.gov.in)**

## **TERMS AND CONDITIONS**

1. Should enclose attested copy of the Government Registration Certificate.
2. Have capability and resources to supply printed and embossed stationery and should have PAN and registration under VAT/TIN. A copy of certificate of PAN and registration under VAT/TIN should be enclosed.
3. Should submit attested copy of the up to date tax clearance certificate.
4. Should have done similar jobs during last 3 years in Govt./Semi Govt. institutions/Govt. of India undertakings/autonomous body.
5. Item-wise rates should be quoted in words as well as figures. Quoted rates should be inclusive of all charges, including admissible taxes, which should be specified separately.
6. The firm should have an annual turnover of Rs. 10.00 lakh or more during the last 3 years.
7. No form of exemption/concession from sales tax/octroi etc would be issued to the bidder.
8. "DISCOUNT" if offered by the bidder shall be included while quoting the unit rate in the price schedule itself. "DISCOUNT" if any, offered with any condition or elsewhere in the bid shall not be taken into account.
9. The tender should be accompanied by earnest money of Rs.20,000/-(Rupees twenty thousand only) in the form of demand draft in favour of "Director, Assam Administrative Staff College Society". Tenders without earnest money shall be rejected.
10. Samples should be submitted for the items quoted, as and when sought by the undersigned.
11. Orders will be given to the supplier course-wise and the items will have to be supplied within one day of the date of receipt of the order.
12. GAD approved rates for 2013-2014 and 2014-2015 will be taken into consideration for the items approved by General Administration Department, Govt. of Assam.

The Director has the right to accept / reject any one or all tender papers without assigning any reason thereof.

Director of Training  
Assam Administrative Staff College  
Jawaharnagar, Khanapara, Guwahati – 781 022

Annexure-I

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	Basic Rate (Rs.) With screen printing	Basic Rate (Rs.) With embossing	VAT @ in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Attendance Register	Pc						
2	A3 paper (JK)	Ream						
3	A-4 colour paper	Ream						
4	A-4 size paper (75/80 GSM)	Ream						
5	Azorlaid paper Balarpur	Ream						
6	Alpin (100 pin) king	Pkt						
7	Auto clip file	Pc						
8	Ball point pen (Red) Maxwriter/Flair/Reynolds/Natraj	Pkt						
9	Ball Point pen (black) Maxwriter /Flair/Reynolds /Natraj	Pkt						
10	Ball point pen (Blue) Maxwriter/Flair/Reynolds/Natraj	Pkt						
11	Ball point pen (Green) Maxwriter /Flair/Reynolds /Natraj	Pkt						
12	Bank cash book	Pc						
13	Cash book (State Govt)	Pc						
14	Cash book (Central Govt)							
15	Binding register No.10	Pc						
16	Binding register No.12	Pc						

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	Basic Rate (Rs.) With screen printing	Basic Rate (Rs.) With embossing	VAT @ in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
17	Binding register No.6	Pc						
18	Binding register No.8	Pc						
19	Bound register	Pc						
20	Brown tape	Pc						
21	Bucket (small)	Pc						
22	Bucket (big)	Pc						
23	Battery (big)	Pc						
24	Battery (medium 1.5 volt.)	Pc						
25	Battery pencil AA	Pc						
26	Battery pencil AAA	Pc						
27	Button folder (Plastic)	Pc						
28	Bone china cups & saucer (set of six)	Set						
29	Briefcase	Pc						
30	Button Envelope A4	Pc.						
31	Calculator (12 digit) Citizen	Pc						
32	Cello tape (9 mtr)	Pc						
33	Cello tape (big)	Pc						
34	Certificate envelope (A-4 size)	Pkt						
35	Certificate folder with printing	Pc						
36	Copy printer paper HPC/Spectra	Ream						
37	Correcting fluid (white)(Kores)	Doz						
38	Correcting fluid (red)(Kores)	Doz						

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	Basic Rate (Rs.) With screen printing	Basic Rate (Rs.) With embossing	VAT @ in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
39	Candle stick (100x6)	Pkt						
40	Calling Bell Citizen	Pkt						
41	Carbon paper (Big) Kores	Pkt						
42	Carbon paper (small) Kores	Pkt						
43	Computer paper (15x12x2 pt)	Ream						
44	Computer paper (10x12x1 pt)	Ream						
45	College register	Pc						
46	Compact disk (CD R with jewel case)	Pc						
47	Corporate folder with printing	Pc						
48	Corporate folder without printing	Pc						
49	Conference folder with printing	Pc						
50	Conference folder without printing	Pc						
51	Clear Bag	Pc.						
52	Clear Bag Designer	Pc.						
53	Clear Bag Flower	Pc.						
54	Clear Bag Milky	Pc.						
55	Clear Bag Plain	Pc.						
56	Conference Folder	Pc.						
57	Conference Companion without Pen & Pad	Pc.						
58	Conference Expanding File (6 pockets with Pen & Pad)	Pc.						
59	Conference	Pc.						

	Expanding File (6 pockets)							
Sl. No.	Particulars	Unit	Basic Rate (Rs.)	Basic Rate (Rs.) With screen printing	Basic Rate (Rs.) With embossing	VAT @ in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
60	Clear Holder	Pc.						
61	Check Envelope	Pc.						
62	Car Perfume (Airwick/Godrej/ Ambi Pure)	Pc						
63	Drawing Pin	Pkt						
64	Duplicating paper (F/Cap) HPC	Ream						
65	DFC paper (65x40 cm) 8.9 kg	Ream						
66	Desk knife	Pc						
67	D.O Envelope (15x11)	Pkt						
68	D.O. Envelope (28x12)	Pkt						
69	Dustbin	Pc						
70	Duster	Pc						
71	Duster cloth	Pc						
72	DVD (with jewel case)	Pc						
73	Display File	Pc.						
74	Display File 10 pockets	Pc.						
75	Display File 20 pockets	Pc.						
76	Display File 40 pockets	Pc.						
77	Display File 60 pockets	Pc.						
78	Display File 80 pockets	Pc.						
79	Display File (Side loading 20 pockets)	Pc.						
80	Display File (ZIP)	Pc.						

81	Document Designer	Pc.						
82	Deluxe Port Folio	Pc.						
<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>Basic Rate (Rs.) With screen printing</b>	<b>Basic Rate (Rs.) With embossing</b>	<b>VAT @ in %</b>	<b>Rate inclusive of VAT etc.</b>	<b>Total Amount</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>
83	Designer Ring Binder (4D)	Pc.						
84	Document Envelope	Pc.						
85	Deluxe Lever Arch Index File	Pc.						
86	Engagement pad	Pc						
87	Eraser	Pkt						
88	Envelope Plastic coated A-4 size best quality	Pkt						
89	Envelope A4 size	Per/Hundred						
90	Envelope SE 7 (plain)	Pkt						
91	Envelope SE 8 plastic coated file cover size	Pkt						
92	Executive Bag (3 Chamber Leather 440x330x20 mm)	Pc.						
93	Executive Bag (3 Chamber Non-Leather 440x330x20 mm)	Pc.						
94	Executive File Bag (Non-Leather 10'x14')	Pc.						
95	Executive File Bag (Leather 10'x14')	Pc.						
96	Executive Double Pocket Clear Bag	Pc.						
97	Executive Document Bag Pack	Pc.						
98	Executive Conference Folder	Pc.						
99	Executive Conference File	Pc.						



100	Executive Port Folio	Pc.						
Sl. No.	Particulars	Unit	Basic Rate (Rs.)	Basic Rate (Rs.) With screen printing	Basic Rate (Rs.) With embossing	VAT @ in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
101	Executive Port Folio with pad	Pc.						
102	Executive Document Case	Pc.						
103	Executive Folder Display Packet + Note	Pc.						
104	File board(14 X 9)	Pc						
105	File cover with AASCS printing	Pc						
106	Flip Chart	Pc						
107	Floppy Box	Pc						
108	File size envelope (inner cloth)	Pc						
109	Fax thermal paper roll(kores)	Roll						
110	File Bag (12"x16")	Pc.						
111	Foam File Bag (10"x14")	Pc						
112	Foam File Bag (10"x16")	Pc						
113	Gel pen (Red) Reynolds/Flair/ Luxor/Natraj	Pkt						
114	Gel pen (Black) Reynolds/Flair/ Luxor/Natraj	Pkt						
115	Gel pen (Blue) Reynolds/Flair/ Luxor/Natraj	Pkt						
116	Gel pen (Green) Reynolds/Flair/ Luxor/Natraj	Pkt						
117	Gems Clip (plastic)	Pkt						
118	Glass Jug	Pc						
119	Glass tumbler	Set						

120	Gum liquid 700 ml (Kores)	Bottle						
<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>Basic Rate (Rs.) With screen printing</b>	<b>Basic Rate (Rs.) With embossing</b>	<b>VAT @ in %</b>	<b>Rate inclusive of VAT etc.</b>	<b>Total Amount</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>
121	Glue stick	Pkt						
122	Guard file 200 pages	Pc						
123	Glossy paper	Pkt						
124	Highlighter	Pkt						
125	Hi-Tech pen (V-5 all colours)	Pkt						
126	Hi-Tech point (pilot 05)	Pkt						
127	Hassain cloth	Mtr						
128	Handy Port Folio with Pad	Pc.						
129	Issue register	Pc						
130	Index file (as per sample)	Pc						
131	Jute Bag	Pc						
132	Laptop Bag (Waterproof Nylon)	Pc						
133	Laptop Bag(Leather)	Pc						
134	Leather Folder	Pc						
135	Legal size paper (75 GSM)	Ream						
136	Letter envelope (brown)	Pkt						
137	Lock and Key	Pc						
138	Log book	Pc						
139	Luggage Executive Bag (Leather 12"x16")	Pc.						
140	Luggage Executive Bag (Non-Leather 12"x16")	Pc.						
141	L. Folder FC Pack of 15 pcs.	Pc.						

142	Lever Arch File Paper Lamination	Pc.						
<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>Basic Rate (Rs.) With screen printing</b>	<b>Basic Rate (Rs.) With embossing</b>	<b>VAT @ in %</b>	<b>Rate inclusive of VAT etc.</b>	<b>Total Amount</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>
143	Lever Arch Index File (Card Board)	Pc.						
144	Match box	Doz						
145	Methi Cloth Office Bag 11"x16"	Pc.						
146	Methi Office bag 10"x16"	Pc.						
147	Meeting Folder	Pc.						
148	Magic Square Port Folio 6 sections	Pc.						
149	Note sheet	Ream						
150	Nylon Board Methi File Bag 11"x16"	Pc.						
151	Officer Dot Pen (Blue) Doctor	Pc						
152	Officer Dot Pen (Red) Doctor	Pc						
153	O.H.P. Marker	Pkt						
154	Office Bag (Nylon)	Pc						
155	Office Bag (Cloth)	Pc						
156	Office Bag (Leather)	Pc.						
157	Office Bag (PU Leather)	Pc.						
158	Page marker	Pc						
159	Paper clip	Pc						
160	Paper cutter (9cm long)	Pc						
161	Paper Weight (glass decorator)	Pc						
162	Pen drive (4 GB) Moserbaer/HP/Transcend/Sandisk/Sony	Pc						
163	Pen drive (8 GB) Moserbaer/HP/	Pc						

	Transcend/Sandisk/ Sony							
Sl. No.	Particulars	Unit	Basic Rate (Rs.)	Basic Rate (Rs.) With screen printing	Basic Rate (Rs.) With embossing	VAT @ in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
164	Pen drive (16 GB) Moserbaer/HP/ Transcend/Sandisk/ Sony	Pc						
165	Pen drive (32 GB) Moserbaer/HP/ Transcend/Sandisk/ Sony	Pc						
166	Pen holder	Pc						
167	Peon book	Pc						
168	Permanent marker	Pc						
169	Plastic Folder (Karani)	Pc						
170	Plastic Folder (Infiniti)	Pc						
171	Plastic Folder (Filemax FM 810 F)	Pc						
172	Plastic Folder (Izen IDZF)	Pc						
173	Plastic Folder (Ishi MC 212)	Pc						
174	Plastic Folder (World one CA 608)	Pc						
175	Plastic Folder (One plus CF 102 E)	Pc						
176	Plastic Jug	Pc						
177	Plastic Mug	Pc						
178	Punching machine (1 hook)	Pc						
179	Punching machine (2 hook)	Pc						
180	Pin cushion (magnetic)	Doz						
181	Paka binding register no.8 200 pages	Pc						
182	Paka binding register no.12	Pc						

	300 pages							
Sl. No.	Particulars	Unit	Basic Rate (Rs.)	Basic Rate (Rs.) With screen printing	Basic Rate (Rs.) With embossing	VAT @ in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
183	Paka binding register no.16 400 pages	Pc						
184	Pooker (plastic handle)	Pc						
185	Photostat Paper FS, Power/JK/ITC	Ream						
186	Photostat Paper A4, Power/JK/Century	Ream						
187	Packing paper (56x 73.5)	Pkt						
188	Photostat paper A-6 (2.8 kg) Power/JK/ITC	Ream						
189	Plastic scale (12") Kores	Pc						
190	Phenyle 5 lit. Jar	Pc						
191	Presentation Folder	Pc.						
192	Paper Board 2D Ring with level pocket	Pc.						
193	Receipt register	Pc						
194	Ring Folder	Pc						
195	Removable page marker (sticker)	Pc						
196	Room freshener	Pc						
197	Roll over show file Landscape	Pc.						
198	Ring Binder (25 mm)	Pc.						
199	Ring Binder (17 mm)	Pc.						
200	Ring Binder (25 mm D ring clip)	Pc.						
201	Ring Binder Max (25 mm D Ring Clip)	Pc.						

202	Ring Binder 2 D Ring (17 mm)	Pc.						
<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>Basic Rate (Rs.) With screen printing</b>	<b>Basic Rate (Rs.) With embossing</b>	<b>VAT @ in %</b>	<b>Rate inclusive of VAT etc.</b>	<b>Total Amount</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>
203	Ring Binder 2 D Ring (1" ring rado lockx40mm)	Pc.						
204	Ring Binder 2 O Ring	Pc.						
205	Ring Binder 2 D Ring	Pc.						
206	Ring Binder 2 D Ring with front view	Pc.						
207	Ring Binder 3 D Ring	Pc.						
208	Ring Binder 4 D Ring	Pc.						
209	Scale	Pc						
210	Scissors (Big)	Pc						
211	Scissors (Small)	Pc						
212	Sharpener (Natraj)	Pkt						
213	Sketch Pen	Pkt						
214	Stamp Pad(Kores)	Pc						
215	Stamp Pad Ink	Pc						
216	Steno Book (200 pages)	Doz						
217	Steno Hand pencil (Apsara)	Pkt						
218	Stylus pen	Pkt						
219	Sealing wax	Pkt						
220	Sponge	Pc						
221	Stencil paper No.62	Doz						
222	Staple machine (24/6)	Pc						
223	Stapler machine (No.10)	Pc						
224	Stapler pin (24/6)	Pkt						

225	Stapler pin (No.10)	Pkt						
<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>Basic Rate (Rs.) With screen printing</b>	<b>Basic Rate (Rs.) With embossing</b>	<b>VAT @ in %</b>	<b>Rate inclusive of VAT etc.</b>	<b>Total Amount</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>
226	Signature pad	Pc						
227	Service envelope (28x12 cm)	Per hundred						
228	Stick Folder (with printing)	Pc						
229	Stick Folder (without printing)	Pc						
230	Special folder for VIP meetings and seminars (as per sample)	Pc						
231	Stock register	Pc						
232	Suitcase	Pc						
233	Sutli (loose)	Bndl						
234	Sutli (ball)	Bndl						
235	Self inking stamp pad	Pc						
236	Special Executive Double Pocket Folder	Pc.						
237	Special Executive Single Pocket Folder	Pc.						
238	Secure Folder with twin pocket	Pc.						
239	Secure Companion	Pc.						
240	Students Ring Binder	Pc.						
241	Torch light (2 cell)	Pc						
242	Torch light (3 cell)	Pc						
243	Table stand (with glass top)	Pc						
244	Table glass (6mm thick 2"x4")	Pc						

245	Table glass (6mm thick 1 $\frac{1}{2}$ "x4")	Pc						
<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>Basic Rate (Rs.) With screen printing</b>	<b>Basic Rate (Rs.) With embossing</b>	<b>VAT @ in %</b>	<b>Rate inclusive of VAT etc.</b>	<b>Total Amount</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>
246	Table glass (6mm thick 2x3)	Pc						
247	Transparency	Pkt						
248	Tag (Nylon)	Bndl						
249	Tag (cotton)	Bndl						
250	Thread ball	Pc						
251	Type ribbon black	Pc						
252	Type Paper, JK/HPC	ream						
253	Type eraser	Pc						
254	Tissue paper	Pkt						
255	Tray of tea set (plastic)	Set						
256	Thermos flask (1 litre)	Pc						
257	Tracing paper (60/70 GSM 1016 mm x18.2 mtr)	Roll						
258	Toner Cartridge HP Laserjet 1000 15A	Pc.						
259	Toner Cartridge HP Laserjet 1200 15A	Pc.						
260	Toner Cartridge HP Laserjet 1010 12A	Pc.						
261	Toner Cartridge HP Laserjet 1020 12A	Pc.						
262	Toner Cartridge HP Laserjet P1505 36A	Pc.						
263	Toner Cartridge HP Laserjet P1505 n36A	Pc.						
264	Toner Cartridge HP Laserjet P 1007 88A	Pc.						
265	Toner Cartridge HP Color Laserjet 2550 L Printer	Pc.						



266	Toner Cartridge HP Officejet 555 08	Pc.						
<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>Basic Rate (Rs.) With screen printing</b>	<b>Basic Rate (Rs.) With embossing</b>	<b>VAT @ in %</b>	<b>Rate inclusive of VAT etc.</b>	<b>Total Amount</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>
267	Toner Cartridge Samsung ML1640	Pc.						
268	Toner Cartridge EPSON LQ300+(DMP)	Pc.						
269	Toner Cartridge WEP HQ 1070+DX(DMP)	Pc.						
270	Toner Cartridge WIPRO LQ DX Gold DMP	Pc.						
271	Visiting card holder	Pc						
272	White tap	Pc						
273	Wooden roller (18")	Pc						
274	Wall pin (Brass made)	Doz						
275	White towel (approx 60x120 cm.) fine quality	Pc						
276	Wall pin	Pkt						
277	White board	Pc						
278	White board marker	Pc						
279	Wooden pencil	Pkt						
280	Writing pad (big)	Pkt						
281	Writing pad (medium)	Pkt						
282	Writing pad (small)	Pkt						
283	Zipper Pouch B5	Pc.						
284	Zipper Pouch A5	Pc.						
285	Zipper Pouch B4	Pc.						
286	Zipper Pouch A4	Pc.						
287	Zipper Pouch A4 high quality	Pc.						

288	Certificate Holder	Pc						
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**Annexure-II**

**STATEMENT SHOWING THE DETAILS OF SUPPLIES MADE IN GOVT./SEMI GOVT. INSTITUTIONS & OTHER AUTONOMOUS INSTITUTIONS DURING THE LAST 3 YEARS**

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Name/Address of Institution	Contract No.	Description of Year of supply order	Total cost of supply
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Signature \_\_\_\_\_

Name & Address \_\_\_\_\_

of the firm \_\_\_\_\_

with seal \_\_\_\_\_

**Important Note:** Please attach copies of letters & also performance certificates as proof of above information.

**Particulars/Profile of the firm**

1. Name of the Tendering firm :
  
2. Office address in Guwahati :
  
3. i) Telephone No. :
- ii) Mobile phone No. :
- iii) E-Mail :
- iv) Fax No. :
  
4. Name/residential address/Phone No. Of :  
Contact person during working days and weekends
  
5. Whether the firm is proprietary/partnership :
  
6. PAN no. :
  
7. VAT/TIN Registration :
  
8. Name & Address of partners :

(Please enclose a copy of partnership deed/power of attorney)

9. Details of dealerships obtained from different:  
Manufacturers(Additional sheets may be attached if required)

10. Date of establishment of the firm :

11. Business turnover of the firm during last 3 years  
i.e. during 2010-11 :

2011-12 :

2012-13 :

Signature \_\_\_\_\_

Name & Address \_\_\_\_\_

of the firm \_\_\_\_\_

with seal \_\_\_\_\_

**Please attach separate sheet/s, if required and  
Photocopies of Balance sheets of the last 3 years  
(2010-11, 2011-12 and 2012-13)**