

HOOGHLY PRINTING CO. LTD.

(A Govt. of India Enterprise)

41, Chowringhee Road, Kolkata – 700071

APPLICATION FORM FOR ENLISTMENT

1. DATE OF ADVERTISEMENT : 10.05.2016
2. NAME OF THE FIRM IN FULL :
3. ADDRESS OF THE FIRM
 - a) Registered Office :
 - b) Head Office :
 - c) Branches :
 - d) Workshop/Godown :
 - e) Depot :
4. TELEPHONE/E-MAIL/FAX NO.
5. STATUS OF THE ORGANISATION :
(Proprietorship, Partnership, Private Limited Co./Limited Co.)
6. WHETHER MANUFACTURER/CONTRACTOR/
FABRICATOR/SUB-
CONTRACTOR/STOCKIST/ AGENT/DEALER
7. ITEM FOR WHICH ENLISTMENT IS SOUGHT
(see annexure)
8. BANKER'S NAME
 - a) Name of the Branch :
 - b) Address of the Branch :
 - c) Telephone No. of Branch :
 - d) Account Number :
 - e) Type of Account (Current/C.C.) :
 - f) IFSC Code of Branch :
9. TRADE LICENCE NO. (please attach a photocopy)
10. FACTORY LICENCE NO. (please attach a photocopy)

(Signature of the Applicant)

Place :

Office Stamp/Seal

Date:

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11. **WHETHER REGISTERED AS AN UNIT UNDER MSME ACT, 2006**
(If yes, please attach a photocopy of Entrepreneur's Memorandum Acknowledgement – Part-II)
12. **WHETHER REGISTERED WITH NSIC**
(If yes, please attach photocopy of Registration Certificate)
13. **SALES TAX/ VAT REGISTRATION NO.**
a) Central :
b) State :
(Please attach photocopies of Registration Certificate)
14. **SERVICE TAX REGISTRATION NO.**
(Please attach photocopies of Registration Certificate)
15. **I. T. PERMANENT ACCOUNT NO.** :
(Please attach photocopy of PAN Card)
16. **PROVIDENT FUND REGISTRATION NO.**
(Please attach photocopy)
17. **ESIC REGISTRATION NO.**
(Please attach photocopy)
18. **WHETHER THE APPLICANT IS :
ALREADY ENLISTED WITH THIS ENTERPRISE. IF SO, THE DETAILS ARE TO BE FURNISHED STATING THE TYPES OF JOB EXECUTED i.e.**
- (a) Description of the job
- (b) Year
- (c) Account
- (d) Authorised by

(Signature of the Applicant)

Place :

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19. **WHETHER THE APPLICANT IS ENLISTED WITH ANY OTHER PUBLIC SECTOR UNDERTAKING. IF SO, THE DETAILS ARE TO BE FURNISHED**
20. **FINANCIAL CAPACITY (YEAR)**
a) **Fixed Capital** :
b) **Working Capital** :
(Copy of Balance Sheet should be attached)
21. **TECHNICAL CAPACITY** :
(tools & Equipment list to be attached)
22. **MANPOWER ON ROLLS** :

Total Manpower on Rolls
a) **Skilled workers** :
b) **Unskilled workers** :
c) **Others** :
d) **Supervisors** :
e) **Engineers** :
23. **NAME, FATHER'S NAME & : RESIDENTIAL ADDRESS OF PARTNERS/ DIRECTORS/ PROPRIETOR AS THE CASE MAY BE**
24. **WHETHER THE APPLICANT HAS : UNDER HIS EMPLOYMENT A DISMISSED GOVT. SERVANT(S)/ EMPLOYEE(S) OF THE ENTERPRISE/ UNDERTAKING**
25. **HAS THE APPLICANT OR ANY OF ITS : PARTNERS/ DIRECTORS BEEN BLACKLISTED OR REMOVED FROM THE APPROVED LIST OF SUPPLIERS BY THE ENTERPRISE OR UNDERTAKING/ ANY OTHER ENTERPRISE OR UNDERTAKING IN THE PAST**

(Signature of the Applicant)

Place :

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26. **ENLISTMENT FEE PARTICULARS** :
- Demand Draft/Pay Order no. & date** :
- Bank & Branch** :
- Amount** : Rs.100/-
- (DD/P.O. to be drawn in favour of**
“Hooghly Printing Co. Ltd.” and payable
at Kolkata

I/We hereby certify that the particulars furnished by me/us above are true to the best of my/our knowledge and belief; and misrepresentations of facts will render me/us liable to any action as may be deemed fit by Hooghly Printing Co. Ltd. have the sole discretion to reject or accept my/our candidature for enlistment.

Place :
Date :

(Signature of the Applicant)
Office Stamp/Seal

FOR OFFICE USE ONLY

(a) **Technical assessment of capabilities.**

(To be done and signed by Technical Dept.).

(b) **Financial Strength analysis to be made and signed by Finance Dept.**

(c) **Comment on Banker's Confidential Report to be made and signed by Finance (to be attached).**

(d) **Purchase Dept.'s recommendation (to be made by Purchase Dept.).**

(e) **Tender Committee's comments for approval.**

(Signature of the members of Tender Committee)

TO BE ALLOTTED BY PURCHASE DEPT.

REGISTRATION NO.....

FOLIO REF. OF.....

ENLISTMENT REGISTER.....

Signature of the member(s) Purchase with Date

HOOGLY PRINTING CO. LTD.

VENDOR REGISTRATION

Hooghly Printing Co. Ltd. (A Govt. of India Enterprise), 41, Chowringhee Road, Kolkata-700071 invites applications in prescribed forms from reputed parties for enlistment as vendors/sub-contractors/transporters etc. Enlistment forms and particulars **are available on the company's website: www.hooghlyprinting.com**. Last date for submission of completed applications is 3rd June, 2016 by 15.00 Hrs..

Enlistment is sought for the following:-

1. Supply of different types of printing papers (only manufacturers and/or their authorized Distributors/Dealers need apply).
2. Supply of press consumables
3. Sheet-fed and web-offset printers, silkscreen printers and binders.
4. Providing services for lamination, foil stamping, dye punching, envelope making, CTP plate making, film making.
5. Providing services for flex, vinyl printing.
6. Providing services for DTP, design, artwork, translation and digital printing.
7. Supply of office stationery and materials for housekeeping.
8. Providing services for transportation and bulk mailing, e-journaling etc.
9. Supply of electrical, mechanical maintenance items.

Enlistment shall be valid for a period of 3 years from May, 2016.

Enlistment shall be at the sole discretion of the Management.

Mere enlistment does not confer any right on the party to receive Order.

Enlistment Fee i.e. Rs.100/- (Rupees One Hundred only) is non refundable. All disputes are subject to Kolkata jurisdiction.

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41, Chowringhee Road, Kolkata – 700 071
Ph:+91-33-22883312/3779 Fax:22882734
Ref. No. 02/2016-17 Dated 10.05.2016

The Company intends to enlist Suppliers/Contractors/Sub-Contractors for the under-noted items :-

- (1) Supply of Paper, Paper Board, Printing Inks, Plates /Chemicals/Stores for sheet-fed offset printing.**
- (2) Undertaking Printing, Binding, Lamination, Scanning, DTP-setting & other jobs related to offset printing.**
- (3) Transportation of finished goods from Kolkata to different destinations in India.**

Interested parties are advised to apply in the prescribed form on or before 03.06.2016 by 15.00 Hrs.

The form may be downloaded from Website-www.hooghlyprinting.com.

Sr. Manager (F & A)