



# NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

Post Bag No. 7201, NAGARBHAVI, BENGALURU - 560 0242. (Old Code No. 560 072), INDIA.

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Notification No.: NLSIU-44044/6/2021-Prmt

Date: 22.12.2021

## NOTICE INVITING QUOTATIONS

The National Law School of India, Bangalore ("NLSIU") is a University established under the National Law School of India Act, 1986, imparting legal education. Sealed quotations from reputed printers and suppliers of Office Stationery and Computer Cartridge are invited for the purpose of empanelment on the University's approved list for the next 2 years (01.01.2022 - 31.12.2023) by the undersigned, subject to the terms and conditions enumerated hereunder.

<b>Categories of Work</b>	1. Supply of Office Stationery and Computer Cartridge Supplies 2. General Printing Services
<b>Date of Issue of Tender</b>	22.12.2021
<b>Last Date for Submission</b>	Up to 5.00 PM on 05.01.2022
<b>Tender Opening Date</b>	<b>06.01.2022</b>

### Terms and Conditions: -

1. The details of the various items for which limited tenders for purchase will be invited from selected empanelled suppliers are provided in **Annexure 'A'**, attached herewith.
2. Interested applicants may contact Ms. Roopashree via email at procurement@nls.ac.in for any clarification.
3. **Eligibility:**
  - 3.1. Printing Services
    - a. The company should be in existence for at least three years.
    - b. The Printer should have at least three years' experience in successfully handling similar nature of work like Designing, Printing, Binding and supplying Bulk stock.
    - c. The Printer should have average annual turnover of at least Rs.5,00,000/- (Rupees Five Lakhs only) each during the previous two financial years i.e. 2019-20 & 2020-21.
    - d. The Printer should have technically experienced personnel with experience in the field of designing, printing and binding.
    - e. The Firm should be capable of undertaking the entire work and supplying the entire ordered stock to the satisfaction of NLSIU.

### 3.2. Supply of Stationery and Office Supplies

Only Suppliers of Stationery Items/Office Supplies/Computer supplies having a minimum annual turnover of Rs. 5,00,000/- (Rupees Five Lakhs only) during the last calendar year can apply.

#### 4. Additional terms for Printing Services:

- 4.1. The Printer is expected to handle complete design and print orders of books, magazines, pamphlets, flyers and any other publications as and when assigned and supply with proper packing at NLSIU premises as per the specified deadlines.
  - 4.2. The orders may vary in number of title, language and copies of the print material.
  - 4.3. No proposal will be entertained / received after the prescribed due date and time.
  - 4.4. The Printer shall accept all the designing and printing jobs as and when assigned.
  - 4.5. Printer shall submit first-, second-, third-proof and final pre-print copy of job for approval to the NLSIU before undertaking the job for final printing.
5. Parties may send in their completed applications in the prescribed format at **Annexure 'C'** attached in a sealed envelope. Along with the Application Forms, applicants must affix the following documents indicating their eligibility, capacity and experience to supply the specific items for which they seek empanelment. Applicants must affix one copy of each of the following documents to their application:
- i. Firm/Company registration certificate as per existing norms
  - ii. Copy of GST Registration Certificate
  - iii. Copy of PAN Card
  - iv. Copy of MSME Certificate (if registered)
  - v. Copy of Trade License
  - vi. Certified copies of audited financials for the last two years ending on 31.03.2021.
  - vii. Copy of address proof of office/premises from where the business is operated
  - viii. Authorisation certificate from manufacturing firm for the supplying the items, if any.
  - ix. Performance Certificates/Purchase Orders/Work Orders from at least 2 clients each for Printing and Stationery purchases who have entrusted work to them during the last two years.
  - x. Details of machinery owned by Party for printing purposes to be provided as per the format prescribed in **Annexure 'B'**.
6. The sealed envelope containing signed copies of Annexure C and accompanying documents should clearly superscribe "**Application For Empanelment of Firms for Supply of Stationery, cartridges and Printing**", and shall be addressed to "**Finance Officer, Finance Department, National Law School of India University, Gnana Bharathi Main Rd, Teachers Colony, Nagarbhavi, Bengaluru, Karnataka – 560072**". The sealed envelope shall be sent to reach this office on or before the due date mentioned, either in person or by Registered Post.

7. Applications received by NLSIU shall be scrutinised by a committee appointed for the purpose and printers/suppliers shortlisted on the panel shall be notified in due course.
8. The applications received after the due date or incomplete applications will not be entertained.
9. University reserves the right to accept or reject any or all applications without assigning any reason.
10. University will review the performance of the empanelled firms every year and the term of empanelment may continue subject to satisfactory performance of the work as evaluated by NLSIU.
11. **General Terms:** Applicants are subjected to be disqualified, even though they meet the qualifying criteria if they:
  - a. Provide misleading or false information in the application and supporting documents submitted as proof of qualification, including withholding information.
  - b. Have a record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays, litigation history or financial failures, etc.

  
Registrar

## Annexure 'A' - List of Items /Services

### I. Office Supplies and Stationery Items

SI NO	Name	Brand	Unit	Rate per unit	GST	Total
1	Xerox paper full-scale size 80 gsm 500 sheet ream	TNPL	ream			
2	SDI Binder clip 19 mm pack	SDI	packet			
3	Reynolds Fusion pen	Reynolds	bundle			
4	Scribbling Pad 1/8 size 25 sheet with all page logo printing		nos			
5	Omega Plastic tray perforated	Omega	nos			
6	CD recordable with out case pack of 10	Moserbaer	packet			
7	Leather Flap type files ( file board ordinary)	solo	nos			
8	ID card holder Clip and pouch		nos			
9	Magnetic Round Button 30mm set		set			
10	Rexiin box file	AJS	nos			
11	Kangaro Stapler pin remover SR-300	Kangaro	nos			
12	DVD-Rewritable with out case pack of 10	Moserbaer	packet			
13	3M Post it pad 2x3"	3M	nos			
14	Godrej Lock 6 lever with 3 keys	Godrej	nos			
15	Scale (Khyati Sales)	Khyati	nos			
16	Xerox paper A4 size 80 gsm 500 sheet ream	TNPL	ream			
17	Cloth line cover 16x12 pack of 100 super fine No 702	Super fine	nos			
18	Duracell AAA Size 1.5V Battery	Duracell	nos			
19	Clothline covers 10" x 12" (A4 size) single colour printing		nos			
20	Plastic folder with Velcro (10.5x14.5")	Solo	nos			
21	CD cover plastic pack of 25 nos		packet			
22	Envelopes 9x6" pack of 250 (120gsm sunshine)		packet			
23	Cello tape 2 Original wonder 65 meter	Wonder	nos			
24	Kores Eraz-ex	kores	nos			
25	MPM Paper Register 5quire	MPM	nos			
26	Kangaro Stapler machine HD-45	Kangaro	nos			
27	DVD-recordable with out case pack of 100	Sony	packet			
28	Plastic folder with 20 leaves full scape size	solo	nos			
29	Camel Gum Bottle 300 ml	Camel	nos			
30	Reynolds Racer gel pen	Reynolds	nos			
31	Nandi Box file (spring type) 548	Nandi	nos			
32	Eveready Heavy Duty 9 volts battery	Eveready	nos			
33	Envelopes 9.5 x 4.5 size single colour printing		nos			
34	Kangaro Paper punch DP-600	Kangaro	nos			
35	Reynolds White board marker pen	Reynolds	nos			
36	Computer sticker sheet ( MP-1,12,24,65Etc.)	Novajet	box			
37	Cello tape 1/2" 65 meter	Wonder	nos			
38	Nataraj Pencil Eraser	Nataraj	box			
39	MPM Paper Register 2quire	MPM	nos			

40	Max Stapler pin No-10	Max	box			
41	DVD-recordable with out case pack of 10	Moserbaer	packet			
42	Classmate Long note book 200 pages	Classmate	nos			
43	Glass paper weight		nos			
44	Reynolds Permanent Marker	Reynolds	nos			
45	Stick folder ordinary	solo	nos			
46	Linc Ocean Gel Pen green	Linc	nos			
47	Kangaro Paper punch DP-800	Kangaro	nos			
48	chelpark Stamp pad medium	chelpark	nos			
49	Cello tape 1, 1/2" Colour Original wonder 65 meter	Wonder	nos			
50	Kores Dust Less Chalk box (White)	kores	box			
51	3M Post it pad 3x3"	3M	nos			
52	Godrej Cartini Premium Scissors small	Godrej	nos			
53	CD-Rewritable with case box of 10	Sony	box			
54	JMD Lamination A4	JMD	packet			
55	Bell clips Gem clip 26mm		pack			
56	omega Pen stand Round	omega	nos			
57	Spiral note book 1/6 size	lbco	nos			
58	Binding wrappers		nos			
59	Pen drive 64 GB	HP	nos			
60	Omega Snap Off Paper cutter 18%mm (big)	Omega	nos			
61	Luxor sign 920 Colour Sketch Set of 12 pen pack	Luxor	packet			
62	SDI Binder clip 5mm pack	SDI	packet			
63	CASIO MJ 120Tw Original Calculator 12 digits	Casio	nos			
64	Scribbling Pad 1/6 size 50 sheet with all page logo printing		nos			
65	Rubber paper weight	omega	nos			
66	CD recordable with out case pack of 100	Moserbaer	packet			
67	L shaped folder onside transparent Thick quality A4	solo	nos			
68	Sintex Dustbin with lid (Superior)	Sintex	nos			
69	Reynolds 045 Pen (pack of 10)	Reynolds	nos			
70	Scribbling A4 size	lbco	nos			
71	Ajanta Wall clock (small)	Ajanta	nos			
72	Pen drive 16 GB	HP	nos			
73	Photo Print paper 18%0 gsm	HP	nos			
74	Omega Deluxe Plastic Scale - 30 cm	omega	nos			
75	SDI Binder clip 25 mm pack	SDI	packet			
76	Rotomac	Roto	bundle			
77	Scribbling Pad 1/6 size 25 sheet with all page logo printing		nos			
78	Nylon Plastic twine	Nylon	each			
79	CD recordable with case pack of 10	Sony	box			
80	From / To Register 200 page MPM Paper	200 pages	nos			
81	3M 1inch Double side foam tape	3M	nos			
82	Faber castle OHP marker pack of 5	Faber castll	nos			
83	Ring folder regular	AJS	nos			
84	Nylon Thread		bindle			
85	DVD-Rewritable with case box of 10	Sony	box			

86	Document Bag A3 Size (Kadhibag)	solo	nos		
87	Godrej Lock small with 3 keys	Godrej	nos		
88	Xerox paper colour A3 size 80 gsm 500 sheet ream	TNPL	ream		
89	Computer file 132 coloum	solo	nos		
90	Eveready AAA battery	Eveready	nos		
91	Clothline covers 12" x 16" (A3 size) single colour printing		nos		
92	Plastic folder with Velcro (12x16")	Solo	nos		
93	CD mailer pack of 10	oddy	packet		
94	Executive Bond sheet 70 gsm A4 500 sheet ream	Bilt	ream		
95	Omega Cello tape Dispenser	Omega	nos		
96	Faber castle Hi-lighter pack of 5 pen	Faber castll	packet		
97	Rexin binding register 200 page	MPM	nos		
98	Stapler machine HP-45	Kangaro	nos		
99	DVD-recordable with out case pack of 100	Moserbaer	packet		
100	3M Post it flag (3colour in pad)	3M	nos		
101	Camel Gum Bottle 700 ml	Camel	nos		
102	Cello Gripper refill pack of 10	Cello	packet		
103	Brown cover envelope pack of 250	MPM	box		
104	Duracell AA Size 1.5V Battery	Duracell	nos		
105	Envelopes with windows 9.5 x 4.5 size single colour printing		nos		
106	Kangaro Paper punch single hole	Kangaro	nos		
107	CD album	oddy	nos		
108	Delivery Book		nos		
109	Cello tape 2" Original wonder 65 meter	Wonder	nos		
110	Apsara Non dust Eraser	Apsara	box		
111	MPM Paper Register 3quire	MPM	nos		
112	Stapler pin (No-17mm 5/8") (23x17-H)	Kangaro	packet		
113	DVD-recordable with case box of 10	Sony	box		
114	OHP sheet 175 micron 100 sheet box	oddy	box		
115	3M Scotch Glue stick 15 gram	3M Scotch	nos		
116	Reynolds permanent Marker inc	Reynolds	nos		
117	Tage file thick	solo	nos		
118	Nandi box file 582 Lamination file	Nandi	nos		
119	Kangaro Paper punch DP-280	Kangaro	nos		
120	Uni-ball Signo Gel 207 Roller Ball Pen	Uniball	nos		
121	Computer sheet 80 Coolum	Akshar	box		
122	Cello tape Original wonder 65 meter	Wonder	nos		
123	Reynolds Correction pen	Reynolds	nos		
124	3M Post it pad 5x3"	3M	nos		
125	Max Stapler No-10	Max	nos		
126	CD-Rewritable with case box of 10	Moserbaer	box		
127	Bilt 90 gsm full-scape Ledger Paper	Bilt	packet		
128	Bell clips Gem clip 30mm		pack		
129	Nataraj HB Pencil Pack of 10	Nataraj	box		
130	Spiral note book 1/8 size	Ibco	nos		
131	Both side photo glass paper 260 gsm	HP	nos		

132	Pen drive 8 GB	HP	nos			
133	Maxell CR-2032 Batteries	Maxcell	nos			
134	Paper pins steel	Bell clips	packet			
135	chelpark stamp pad big	chelpark	nos			
136	Notice Board pin Plastic head		box			
137	Reynolds Fusion pen	Reynolds	nos			
138	Scribbling Pad 1/4 size 50 sheet with all page logo printing		nos			
139	Godrej Carlini Premium Scissors - 200mm	Godrej	nos			
140	CD-Rewritable with out case pack of 10	Sony	packet			
141	L shaped folder oneside transparent Thick quality Full-scape	solo	nos			
142	Exam tag (white)		puncg			
143	Faber castle Pen pencil	Faber castll	nos			
144	Small note book 100 page	lbco	nos			
145	Yellow clearing cloth (16x24)		nos			
146	Pen drive 32 GB	HP	nos			
147	Needle (big)		nos			
148	Nataraj Sharpener	Nataraj	nos			
149	SDI Binder clip 32 mm pack	SDI	packet			
150	Natraj Pencil	Natraj	bundle			
151	Scribbling Pad 1/4 size 25 sheet with all page logo printing		nos			
152	Red Tag 24"		packet			
153	CD recordable with case box of 10	Moserbaer	box			
154	Gold Foil Satin Finish 80gsm Gift wrappers paper big size		sheet			
155	Sintex Dustbin big size	Sintex	nos			
156	Faber castle OHP marker eraser	Faber castll	nos			
157	Ruled sheets	MPM	quire			
158	AJP Visiting card album (500card)	casate AJP	nos			
159	DVD-Rewritable with case box of 10	Moserbaer	box			
160	Spiral Pad 1/8 Size (Hi-Quality 70 Gsm)	lbco	nos			
161	Xerox paper colour A4 size 80 gsm 500 sheet ream	TNPL	ream			
162	Computer file 80 coloum	solo	nos			
163	SDI Binder clip 15 mm pack	SDI	packet			
164	King size ruled note books - 2 quire		nos			
165	Omega Plastic tray set of 4	Omega	nos			
166	CD recordable with out case pack of 10	Sony	packet			
167	Executive Bond sheet 85 gsm A4 500 sheet ream	Bilt	ream			
168	Checked cloth thick quality (16x24)		nos			
169	Magnetic White board Duster		nos			
170	Rexin binding regiseter 300 page	MPM	nos			
171	Stapler pin (1/2") (23x13-H)	Kangaro	nos			
172	DVD-Rewritable with out case pack of 10	Sony	packet			
173	3M Post it flag (Plastic)	3M	nos			
174	Kora Cloth for packing (thick)		meter			
175	Reynolds refill Reynolds 045 pack of 10	Reynolds	packet			
176	Kores Blue Carbon and Tracing Paper 100 sheet box	kores	box			

177	Eveready battery	Eveready	nos		
178	Clothline covers 10" x 8" (Bulletein) single colour printing		nos		
179	Kangaro Paper punch HDP-1320	Kangaro	nos		
180	CD cover ordinary pack of 25 nos		packet		
181	Envelopes A4 size pack of 250 (120gsm sunshine)		brown		
182	Brown tape 2" Original wonder 65 meter	Wonder	nos		
183	Apsara Ink Eraser	Apsara	box		
184	MPM Paper Register 4quire	MPM	nos		
185	Stapler pin No-24/6-1M	Kangaro	packet		
186	DVD-recordable with case box of 10	Moserbaer	box		
187	Photo Glassy paper 260 gsm 50 sheet pack	HP	packet		
188	Camel Gum Bottle 150 ml	Camel	nos		
189	Luxor Pilot V5 Pens	Luxor	nos		
190	Xerox paper A3 size 80 gsm 500 sheet ream	TNPL	ream		
191	Duracell 9V battery	Duracell	nos		
192	Leather Folders (Executive Conference Button Folder with Printing)		nos		
193	Kangaro Paper punch DP-500	Kangaro	nos		
194	Uni ball refill	Uniball	nos		
195	Computer sheet 80 Coolum(1+1)	Akshar	box		
196	Cello tape colour Original wonder 65 meter	Wonder	nos		
197	Omega White Board Duster (non-dust)	omega	nos		
198	MPM Paper Register 1quire	MPM	nos		
199	Max Stapler HD-10	Max	nos		
200	DVD-recordable with out case pack of 10	Sony	packet		
201	Classmate Long note book 100 pages	Classmate	nos		
202	Bell clips Gem clip 35mm		pack		
203	Apsara Platinum Extra Dark Pencils - Pack of 10	Apsara	box		
204	Spiral note book A4 size	lbco	nos		
205	Nandi box file 955	Nandi	nos		
206	K.G Card board 300gsm		nos		
207	Kangaro Paper punch DP-52	Kangaro	nos		
208	chelpark stamp pad ink	chelpark	nos		
209	Notice Board pin Steel		box		
210	Reynolds 045 refill	Reynolds	nos		
211	Spring Flate File with Printing Thick Quality with Printing		nos		
212	Godrej Cartini Premium Scissors medium	Godrej	nos		
213	CD-Rewritable with out case pack of 10	Moserbaer	packet		
214	JMD Lamination pouch (Idcard) 175 micron	JMD	packet		
215	File tag Red 24"		budle		
216	Faber castle Pen pencil lead	Faber castll	box		
217	Small note book 200 page	lbco	nos		
218	Staff Attendance register 100 pages		nos		
219	Pen drive 4 GB	HP	nos		
220	Omega Snap Off Paper cutter 9mm (small)	Omega	nos		
221	Apsara Long Sharpener	Apsara	nos		
222	SDI Binder clip 4mm pack	SDI	packet		



223	Add gel Achiever refill		nos			
224	Scribbling Pad 1/8 size 50 sheet with all page logo printing		nos			
225	Florescent Nylon Rubber band (big)		packet			
226	CD recordable with out case pack of 100.	Sony	packet			
227	L shaped folder both side transparent Thick quality A4	Solo	nos			
228	Sintex Dust bin Medium size	Sintex	nos			
229	Cello Gripper Pen	Cello	nos			
230	Scribbling 1/8 ordinary	Ibco	nos			
231	Ajanta LED Digital Wall Clock - OLC-105	Ajanta				
232	Optical Mouse pad		nos			
233	Duro Cell Pack of 2 Cell 9 Volts	Duracell	nos			

## II. Printer Cartridges

Sl No	Cartridge Nos	Rate per unit	GST	Amount
1	HP C7115A			
2	HP Q2610A			
3	HP Q2612A			
4	HP CE278A			
5	HP C8727A			
6	HP CE505A			
7	HP Q7516A			
8	HP C8543X			
9	HP C9352A			
10	HP CB436A			
11	HP CC388A			
12	HP C9364ZZ (851)			
13	HP C9361ZZ ( 854)			
14	HP CC530A			
15	HP CC531A			
16	HP CC532A			
17	HP CC533A			
18	HP Q7551A			
19	HP Q7553A			
20	HP Q6511A			
21	HP Q2624A			
22	HP Q5942A			
23	HP CE255A			
24	HP CF280XC			
25	HP CE400A			
26	HP CE400X			
27	HP CE401A			
28	HP CE402A			
29	HP CE403A			
30	HP CE410A			
31	HP CE411A			
32	HP CE412A			
33	HP CE413A			
34	HP CF 360A			
35	HP CF 361A			
36	HP CF 362A			
37	HP CF 363A			
38	HP CF 500A			
39	HP CF 501 A			
40	HP CF 502A			
41	HP CF 503A			

### III. General Printing Services

Sl. No.	Details	Rate for 1/4 Demy	Rate for 1/8 Demy	Rate for 1/4 Crown	Rate for 1/8 Crown
1	<b>DTP</b> (Per Page, 1 proof & Final Tracing)				
	Additional Proof (Per Page)				
2	<b>Printing &amp; Plate Making</b> (Single Colour, Per Page)				
3	<b>Rate for 70gsm NS Light Weight</b>				
	Maplitho Paper, Double Demy/Crown				
	Per Ream (Excluding Tax)				
4	<b>Rate for 80gsm NS light Weight</b>				
	Maplitho Paper, Double Demy/Crown				
	Per Ream (Excluding Tax)				
5	<b>Cover Page 4 Colour with CTP - 1000 Copies</b>				
6	<b>Rate for 300gsm Foreign Art Board</b>				
	Per Ream (100nos.) (Excluding Tax)				
7	<b>Photo Page 4 Colour Printing with</b>				
	CTP - 1000 Copies (8 pages of 1/8th Demy/ Crown and 4 Pages of 1/4 <sup>th</sup> Demy/Crown)				
8	<b>Photo Page Single Colour with CTP - 1000 Copies (8 pages of 1/8<sup>th</sup> Demy/</b>				
	Crown and 4 Pages of 1/4 <sup>th</sup> Demy/Crown)				
9	<b>Rate for 130gsm Foreign Art Paper</b>				
	Double Demy/Crown Per Ream (Excluding Tax)				
10	<b>Rate for 170gsm Foreign Art Paper</b>				
	Double Demy/Crown Per Ream (Excluding Tax)				
11	<b>Rate for 130gsm Foreign Art Paper</b>				
	A4 size Per Ream (Excluding Tax)				
12	<b>Rate for 170gsm Foreign Art Paper</b>				
	A4 size Per Ream (Excluding Tax)				

13	<b>LAMINATION</b> (Cover Pages Front)				
	Matt (Per Sheet)				
	Gloss (Per Sheet)				
14	<b>BINDING</b>				
A.	Section Folding & Stich - 1000 Forms				
	(16 Pages of 1/8th Demy/Crown and 8 pages of 1/4 <sup>th</sup> Demy/Crown)				
B.	Centre Pinning - 1000 Forms				
	(16 Pages of 1/8th Demy/Crown and 8 pages of 1/4 <sup>th</sup> Demy/Crown)				
C.	Perfect Binding - Per Sq. Cms. (Min. 1cms & Add. Size Variation 5mm)				
D.	<b>Case Binding (Box)</b>				
	(Using 1kg Board, Zip & Satin Marker Tap)				
	1 to 500 Pages Per Book				
	501-1000 Pages Per Book				
	1000 and above Pages Per Book				
E.	<b>Cloth Binding</b>				
	(Using 1kg Board with Imported Calico/Cloth)				
	1 to 500 Pages, Per Book				
	501-1000 Pages, Per Book				
	1000 and above Pages, Per Book				
15	<b>GOLD FOIL</b> On Cover Page Front, Per Book				
16	<b>SPOT UV</b> On Cover Page Front, Per Book				
17	<b>PHOTOS EDITING &amp; COLOUR CORRECTION</b>				
	Black and White (per photos)				
	Colour Photos (per photos)				
18	<b>COVER PAGE</b> - In Computer Designing Creative Designing				
19	<b>CARTOON BOX</b> (Fourply) (300 mmX400mm X230mm)				

### Annexure 'B' : Details of Machinery/Technology

SL	Detail of machinery/Technology	Qty	Description
1	Printing Machine (4 Colour)		
2	Printing Machine (Single Colour)		
3	Cutting Machine		
4	Folding Machine		
5	Plate Making unit		
6	Lamination Machine		
7	Perfect Binding		
8	Computers		
9	Digital Photo Technology		
10	Scanners		
11	Graphic Software		
12	Designers Name, Qualification & Experience		
13	Name, Qualifications & Experience of the technical supervisor		

### Annexure 'C' - Application Form

1.	<b>Category of Application (Select all that apply):</b>	<input type="checkbox"/> Supply of Office Stationery <input type="checkbox"/> Cartridges <input type="checkbox"/> General Printing Services
2.	<b>Name of Firm:</b>	
3.	<b>Type of Firm (Company/ Partnership / Proprietorship etc):</b>	
4.	<b>Registered Address:</b>  <b>Telephone:</b>	
5.	<b>Name, Address, Telephone of Firm's Directors/ Proprietor/ Partners etc.:</b>	
6.	<b>Name, email ID and Phone number of the person we need to contact for business correspondence</b>	
7.	<b>GST Number</b>	
8.	<b>PAN Number</b>	
9.	<b>MSME Number</b>	
10.	<b>Annual Turnover in FY 2019-20 and 2020-21 (Rs. in lacs)</b>	