**Annexure- I**

**Technical requirements for supplying of Stationeries**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Firm/ Company (in block letters) |  |
| 2. | Year of incorporation/ establishment of the Firm/Company |  |
| 3. | Full Postal Address with Telephone/ Fax No/ E-mail Id |  |
| 4. | Name of the Proprietor/ Partner/ Director with Contact No & Address(s) |  |
| 5. | Permanent Account Number (PAN) |  |
| 6. | Details of GST Registration |  |
| 7. | Details of Firm/ Company registration obtained from various concerned authorities |  |
| 8. | Details of experience for providing similar services to other Government Organization |  |
| 9. | Whether authorised agent of any Company/ Firm? If so, Please enclosed the certificate |  |

**Declaration:**

 I hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. I understand that in case, any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

Signature/ Authorised Signatory with date

Name of the firm:

Seal: