

**RESPONSE SHEET**

**Information to be furnished by the Agency**

1	Name of the Agency	
2	Address	
3	Contact details: Mobile E-Mail and website	
4	Type of the Organization (Whether Sole/Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	
5	Whether registered with the Registrar of Companies / Registrar of firms. If so, furnish full details and copies of valid  <b>I.</b> GST Number <b>II.</b> Permanent Account Number (PAN) of the Firm <b>III.</b> Any other registration that is required as per statutory/local norms for supply of stationery items	
6	Name and PAN of Proprietor/ Partners / Directors of the Organization/ Firm	

	a) b) c) d) e) f)	
7	Year of Establishment	
8	Length of business in the field of Office Stationery Supplies	_____ Years
9	Similar supplies carried out during last 3 years by the firm	Details to be furnished in the prescribed Proforma (Statement I)
10	Details of similar supplies on which the firm is engaged at present.	Details to be furnished in the prescribed Proforma (statement II)
11	The average annual turnover of the Agency for the last three years.	
12	Yearly turnover of the firm during last 3 years. Please attach certified copies of accounts statements.	A) 2017 B) 2018 C) 2019
13	Details of Earnest Money Deposit (DD in the favour of Maharashtra National Law University Mumbai)	Draft No. _____ Date _____ Bank Name. _____ Rs.10000/-
14	<ul style="list-style-type: none"> <li>• Whether any civil suit / litigation in the contracts executed during the last 3 years has arisen and pending in any court of law. If so, please furnish full details.</li> <li>• Have you been disqualified by you any Entity/ Institution?</li> </ul>	

**Place**

**Date**

**AUTHORISED SIGNATORY**

**Statement - I**

**Statement of similar supplies undertaken by the Agency during last three years  
(Supplies to Universities, Colleges and other reputed Institutions)**

**Each costing Rs.2.00 lakhs and above (2017, 2018 and 2019)**

Sr. No	Name of Client, location and contact details	Nature of supplies & work involved	Whether Central Govt./ State Govt./ Public Sector Undertaking/ Autonomous Body/ Educational Institute	Annual value of supply of stationery items 2017 2018 2019	Period of Contract	Details of litigation/ Premature termination on of contract
1	2	3	4	5	6	7

PLEASE ENCLOSE ONE COPY OF SUPPLY ORDER OF EACH CLIENT

**Signature of the Applicant**

## Statement of On-going stationery supply contract each costing Rs.2.00lakhs and above

Sr. No	Name of supplies and location	Nature of supplies involved in the contract	Name of client whether Central Govt./ State Govt./ Public Sector Undertaking/ Auto nomous Body/ Educational Institute with address & name of the official from the client's side (with phone no.)	Supply/ contract amount	Period of the contract	Any other relevant information

Please enclose one copy of supply order of each client

Place

Date

Signature of the applicant