



Extension of Date for Submitting Application for DMA

(Reference: Advertisement for Empanelment of Direct Marketing Agencies (DMA) published on 25th February, 2010).

It is to inform that the last date for submitting application for Empanelment of DMA is extended and now interested agencies may submit their application (with prescribed format available on www.gspcgas.com) on or before **18th March, 2010 latest by 5.00 pm** at GSPC Gas Company Limited, Gandhinagar.

Size : 2 X 6 = 12 cc

DMA APPLICATION FORM (FEB-MARCH, 2010)

Instructions:

1. All DMA applications must be properly submitted with completed form along with relevant annexure and various support documents submitted at the following address:

**Manager (C& M),
GSPC Gas Company Limited,
1st Floor, IT Tower 1,
Infocity Complex, Ch – 0 Circle,
Gandhinagar – 382016.
Tel: 079: 66737400
Fax: 079: 66737456**

2. The documents should be submitted with a covering letter on company letter head /stamp from the Director / Head of the Company / Agency interested in taking up the assignment as a DMA for GSPC Gas Co Ltd.

3. All submissions made as part of the DMA application must be stamped and signed on all pages by the authorized representative of the agency / company desirous of obtaining this DMA assignment.

4. All submissions shall be made in the following sets:

- a) Original Documents – 1 Set.**
- b) Photocopy of the above Documents – 2 Sets.**

5. All documents/ submissions shall be made in sealed envelopes latest by 5.00 pm (evening) on or before 8th March 2010. No application after the last date shall be entertained.

6. GSPC Gas reserves the right to reject any or all the responses without assigning any reason whatsoever. Canvassing in any form will be considered for disqualification.



APPLICATION FORM FOR DIRECT MARKETING AGENCIES

1 Name of the Agency:

Type of Business / Service(s):

2 Office: Address: _____ Tel: _____ Fax: _____ Mobile: _____ E-mail: _____

3 Name of Applicant: _____

Designation: Director(s)/Head: _____

Educational Background: _____

Tel: _____

Fax: _____

Mobile: _____ **E-mail:** _____

4 Year of Establishment of the Agency: _____

5 Nature of the Organization:

- Service Provider (Customer care/ Direct Marketing etc.)
- Retail Business
- FMCG
- Banking Service
- Mobile Service
- Any Other

(Please Tick relevant heads and provide details as well as relevant documents, literature and Brochures separately with this form)



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6 What is your main Area of Business? Please provide details. You may attach more details separately as annexure. (If required)

7 Are you an ISO certified Agency/ Company? Please provide latest Certificates. You may attach the same separately as annexure.

- Yes
- No

8 Please provide copies of as well as details of TIN Nos.? Please tick on the details attached.

- Income Tax Returns Filed (copy of last 3 years with IT Stamp)
- GST
- CST
- VAT Certificates

9 Please provide the Latest Audited Balance Sheet and Annual Report for last three years. (Please tick). Attach separately.

- Yes
- No

10 Please provide Bank Solvency Certificate along with the limits for the same. You may attach separately as annexure.

- Yes
- No

11 Please state Annual Turnover in the last three years along with Profit & Loss details.



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12 Have you done any business with GSPC Group in the past? If yes please provide details.

13 Please provide details of qualified and experienced Staff currently employed with you? You may attach separate sheets. (Appointed DMA shall provide uniform to his staff at his own cost; design of uniform to be approved by GSPC Gas Co Ltd.)

14 Please provide the detailed manpower and organization planning, DMA Office set up (with computers, phones etc.) as you shall undertake if selected for a particular location.

15 Please indicate the cities you would like to apply for as a DMA. Also please provide details of Infrastructure, local office set up and proposed manpower.

- Jamnagar – Category A
- Bhavnagar – Category A
- Sihor – Category B
- Botad – Category B
- Vallabhipur – Category B
- Morbi – Category B
- Gandhidham – Adipur – Category A
- Bhachau – Category B
- Anjar – Category B

16 Please provide details of relevant Work Experience / Projects executed as DMA's or DSA's. You may attach separately as Annexure.



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17 Please mention the Value of Assignments / Projects Executed along with relevant support documents and certificates? You may attach separately as Annexure.

18 Please provide the List of Corporate Clients to whom you have provided services in the Past three years?

19 Please provide copies of work completion certificates/ Letter of Appreciation/Target Completion Certificate obtained by your agency? Please attach Photocopies.

20 Please provide details of any National / International Award/Reward received by your agency?

- Yes
- No

If YES give details: (copy of such Award/Reward etc.)

21 Do you have a Customer Care Plan in Place? (If Yes; Provide details.) .

22 Also indicate that what type of Customer Care Process and Marketing Plan will be implemented for achieving the given target by the company.

23 Do you have necessary Employee Provident Fund and Insurance coverage plan for your staff and employees?

Please provide relevant details as is mandatory as per labour laws.

24 Special Remarks if any (Please state)



DMA APPLICATION FORM

25 DECLARATION

I / we confirm that I / we are authorized to make this application to GSPC Gas Company Limited for Empanelment as Direct Marketing Agency (DMA) for Piped Natural Gas Domestic Marketing and Customer Care Services.

All information and details provided are correct and true. We also accept that if our application is rejected by GSPC Gas Company Ltd. then we need not be assigned any reasons for rejection of the same.

Name: -----

(Signature of Authorized Signatory)

Stamp

Date: _____

Place: _____