



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(An autonomous Institute under the aegis of Ministry of HRD, Govt. of India)

सेक्टर ए-७, इन्स्टिट्यूशनल एरिया, नरेला, दिल्ली-११००४०, भारत/ Sector A-7, Institutional Area Narela, Delhi-110040, INDIA

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APPLICATION FORM

(FOR THE REGISTRATION/EMPANELMENT OF VENDORS FOR THE SUPPLY OF BOOKS (PRINT)
TO CENTRAL LIBRARY, NIT DELHI)

Note:

1. Please read the terms and conditions carefully before filling the form.
2. Strike off whichever is not applicable.

1. Name of the Firm:

2. Address(s) of
Head Office & Branches:

3. Telephone No.:

4. Email address:

5. Fax No.:

6. Website address:

7. Kind of Proprietorship (Please ✓) (i) Partners (ii) Single

(i) Name and address
of Directors/Managing
Directors/Proprietor:

Name:

Address:

(ii) If partnership then
name and address
of partners:

Name:

Address:

8. Please tick mark and provide documentary proof of your membership in any of the following associations:

Good Offices Committee (GOC)

Federation of Publishers' and Booksellers' Association of India (FPBAI)

Any other State/National Association(s) of books suppliers:

9. Are you a distributor/dealer/stockiest/exclusive/preferred agent of any publisher?

Yes

No

(If Yes, please attach copies of the authority letters issued by the publishers along with the details of yours distributorship / dealership / stockiest/ exclusive or preferred agents.)

10. Year of Starting of the Firm with Registration Number/date:

11. PAN/TAN No.:

12. Please provide details of your firm's Sales Tax Registration No.

(Attach: copies of, GST, CST Certificate).

13. Do you have direct import license

Yes

No

(If yes, please attach a copy of the same)

14. DD No., Date & Amount

(Vendor Registration Fee of Rs. 1000/-)

15. Bank details (A certificate issued by bank may be attached):

i. Name of the Bank:

ii. Address:

iii. Bank Account No.:

iv. Name of the Account holder:

v. IFSC code:

vi. MICR code:

vii. Date of opening of account:

viii. Type of account (Savings/Current):

16. Discount: The following discount pattern should be followed to quote the Single Flat rate of Discount in each category:

S.No.	Category of Publication(s)	Flat Rate (%) of Discount
1.	Indian (except Short discount/non-discount)	
2.	Foreign (except Short discount/non-discount)	
3.	Short Discount & Non-discount (Indian Publications)	
4.	Reference Books (i.e. Handbooks, Dictionaries, Encyclopaedias etc.)	
5.	Government Publications	
6.	NGO/Learned Bodies & Society/Institutional Publications etc.	

17. Is the firm Income Tax Payee? If so, please attach one copy each of Income Tax returns of last three consecutive years and also a copy of PAN card of the partners/owners.

18. Minimum four (04) references of the Libraries of reputed institutes/Organization with whom you are already registered such as Institute of National importance, government established research laboratories (IITs, IISc, NITs, IIMs, CSIR Labs, JNU, ICMR, University of Delhi and Jamia Millia Islamia, etc.), if not been able to submit so, proper justification to be submitted and the decisions of the committee for inclusion of the name will be considered to be final.

19. Please provide details of annual turnover of the firm for the **last three consecutive years** with documentary evidence.

20. Please provide an affidavit undertaking on a non-judicial stamp paper of Rs. 100/- for declaration not having black-listed for previous three (03) years by any of the Institutes or Universities or Government organizations in India.

DECLARATION(S)

- (i) I/We _____ (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.

- (ii) I/We also hereby declare that all matters related to NIT Delhi shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.

- (iii) Mr. _____, whose signatures are given below, is an authorized representative(s) of this firm.

- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

- (iv) I/We assure that if empanelled, the firm will serve the Institute for a minimum period of one year.

- (vi) I/We have read and understood the terms and conditions of NIT Delhi as mentioned in the document and consciously agree to abide by them.

Signature of Partners/Proprietors:

Place:

Signature of the representative of the firm (with Firm's Seal):

Date:

Authorized Signature of Vendor/Supplier with Date and Stamp

Check List for the Vendor Registration

- Demand Draft of Rs. 1000/- (One Thousand Only) in favor of 'Director, NIT Delhi' payable at Delhi as the Vendor Registration Fee.
- Application Form (Annexure I).
- ITR of last three financial years (2018-19, 2017-18, 2016-17).
- Certificate issued by bank regarding bank details.
- Most recent authority letters issued by the publishers stating you as a distributor/dealer/stockist/ exclusive/ preferred agent in the area of Science and Technology.
- Copy of your registration letter of Publishers/distributors/vendors preferably be a member of registered national/state booksellers' and publishers' Association/other registered federations.
- List of Libraries serviced by the Vendor(s)/Distributor(s)/Supplier(s) with atleast 04 copies of the purchase orders placed by any reputed Libraries.
- A Copy of PAN Card.
- Sales Certificate of last three years duly certified by CA.
- Copy of import licence.