

**State University of Performing & Visual Arts,
Sector-6, Rohtak-124001**

**APPLICATION FORM FOR EMPANELMENT AS VENDOR FOR SUPPLY OF
BOOKS, JOURNALS, MAGAZINES OR ANY OTHER KNOWLEDGE RESOURCE TO
UNIVERSITY LIBRARY, SUPVA, ROHTAK**

To

The Registrar
University Library
State University Of Performing & Visual Arts,
Sector-6, Rohtak

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books, Journals, Magazines or any other knowledge resource to University Library, SUPVA, Rohtak, please find herewith application form alongwith application fee and relevant documents.

1.	Advertisement No. and Date	
2.	Application submitted for the Books/Journals or Magazines/ Both?	Books/ Journals or Magazines/ Both
3.	Do you agree to supply books , Journals, Magazines or any other knowledge resource on the terms and condition mentioned in the Tender document available at University website (www.supva.ac.in) and the office of the University Library of SUPVA, Rohtak?	<u>Yes/No</u>
4.	Details of Demand Draft of Rs 25,000 /-: (i) Demand Draft No. (ii) Date of Issue (iii) Issuing Bank	
5.	Name of the Firm:	
6.	Postal address with phone nos. of the Head Office of the firm	

Signature with Stamp

7.	<u>Contact Information:</u> (a) Name of the contact person: (b) Telephone Number: (c) Mobile Number: (d) Fax Number: (e) E-mail: (f) Website address, if any:	
8.	<u>Kind of proprietorship</u> Name and address of Director/ Managing Director/ Proprietor If partnership, Name and address of the partners	
9.	Whether you are Income Tax payee? If yes, please submit a copy of income tax return filed for last three consecutive years.	<u>Yes/No</u>
10.	(a) Your Permanent Account No. (PAN): (b) Service Tax No.	
11.	Bank details (A certificate issued by the bank may be attached) (a) Name of the Bank: (b) Address: (c) Bank Account No.: (d) Name of the Account holder: (e) IFSC code: (f) MICR code: (g) Date of opening of account: (h) Type of account (Savings/Current):	

Signature with Stamp

12.	Are you a distributor / dealer / stockist/ exclusive/ preferred agent of the publishers in the area of Fine Art,Design,Architecture and Film & TV?	<u>Yes/No</u>
13.	Are you a member of Federation of Publishers and Booksellers Association of India(FPBAI) or any other Association for the last 5 years? (please attach a copy of your registration letter)	<u>Yes/No</u>
14	Experience in the field of supplying books University libraries in the area of Fine Art, Design, Architecture and Film & TV/ Libraries of National Reputed Organizations(NID,NIT,IIT SPA ect.)/ Research Institutions. (Please attached atleast 06 copy of supply orders).	
15.	Are you able to procure books including Govt. and society publications from abroad in 2 months against specific order?	<u>Yes/No</u>
16	Annual Turnover of the firm for the last 3 financial years: (a) 2013-14: (b) 2014-15: (c) 2015-16: (please attach audited copy of the same)	
17	Will you be able to supply books within a period of one month from the date of issue of order	<u>Yes/No</u>
18	Have your firm ever been debarred/blacklisted for doing business from any government organization? If No, Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- (One Hundred only).	<u>Yes/No</u>

Declarations:

1. 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 my/our knowledge and belief.

2. I/We also hereby declare that all matters related to SUPVA, Rohtak shall be treated as confidential and no information shall be passed on to any person without written permission of the Competent Authority.

3. Mr. _____, whose signatures are given below, is an authorized representative of this firm.

4. 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.

5. I/we also hereby declare that I'll deposit a refundable security deposit of Rs. 25,000 (Twenty Five Thousand only) in the form of demand draft favouring "Registrar, SUPVA, Rohtak" .

Place:
Date:

Signature of Partners/Proprietors
(Seal of the Firm)

Check List

The attached documents must be arranged in the following order:

- i. Demand Draft of Rs. 25,000 (Twenty Five Thousand only) in favour of “Registrar, SUPVA, Rohtak”,
- ii. Application form .
- iii. ITR of last three financial years (i.e. 2013-14, 2014-15, 2015-16).
- iv. Certificate issued by bank regarding bank details
- v. Most recent authority letters issued by the publishers stating you as a distributor / dealer / stockist/ exclusive/ preferred agent in the area of Fine Art, Design, Architecture and Film & TV.
- vi. Copy of your registration letter of Federation of Publishers and Booksellers Association of India (FPBAI) or any other Association for the last 5 years.
- vii. Copy of atleast 06 supply order for supplying Books/Journals/Magazines etc. to reputed Universities/College/Institutions.
- viii. Affidavit raised on non-judicial stamp paper of Rs. 100/-.
- ix. Copy of Annual turnover of the company for last three financial year.

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Terms and conditions for the supply of Books, Journals, Magazines or any other Knowledge Resource, SUPVA, Rohtak

1. The Registrar, SUPVA reserves the right to approve or reject any or all the agent(s), whose decision will be final and binding in all cases with respect to acceptance/rejection /arbitration.
2. The Registrar, SUPVA ,reserves the right to add/or drop any agent(s) to/from its empanelled list, and/or to place purchase order(s) with any agent(s) at any time, with the approval of competent authority.
3. The discount shall be as under for purchasing of books:-

Sr. No.	Category of document	Discount
1	All Indian and foreign books in all languages including reprints of old books	25%
2	All Indian and Foreign books published more than four years back	30%
3	All Indian and foreign books declared as remainders	50%
4	All short/no discount titles/govt. publications of international organizations such as UNESCO, World Bank, IMF etc. University publications/ Society and association publications etc.	Cost of books minus(-) discount earned plus(+)10% to cover margin of profit and other expenses such as postage, freight ect. Books on which the suppliers get 30% or less discount will be covered under this clause. The supplier shall produce the proof of price paid and discount earned in the form of publishers/distributor invoice.
5	CDs/E-books	20% discount or formula applied on short no discount publications

4. The work of subscription of magazines/Journals or any other knowledge resource will be allotted on the basis of discount offered by the empanelled vendors/distributors/agents etc..
5. Conversion Rates as per GOC(Good office Committee).

6. Damaged or defective copies shall not be accepted, and shall be returned at the cost of the supplier.
7. The supplier shall supply the ordered books Indian 30 days/Foreign 8 weeks within form the date of order. In case the supply is likely to be delayed due to some reasons such as procurement of books from abroad, the supplier shall inform the University Librarian/library in-charge his representative looking after the section accordingly, indicating the reasons(s) for delay and approximate time required for the supply, and obtain approval thereof.
8. The University Librarian/library in-charge , SUPVA, Rohtak may cancel/accept the order or take such other action as may be deemed proper by him in the interest of the University, if the order is not executed within the specified period.
9. The Invoice shall be accompanied by the following certificates:-
 - i. "Latest publisher's price have been charged.
 - ii. "The book(s) is /are not remainder(s)."
 - iii. "The book(s) is/are short discount or no discount title(s)."
10. The lowest priced/paperback/Indian editions shall be supplied if such editions are available, unless specified otherwise.
11. The consignment shall be F.O.R University Library, SUPVA, Rohtak.
12. In case of Foreign Publications, price(s) in the currency of the country of publication along with price(s) in Indian currency and Foreign Exchange rates shall be clearly mentioned in the invoice.
13. Latest edition/latest re-print shall be supplied.
14. Any discrepancy such as charging of higher price, supply of old edition, supply of Foreign edition in place of cheap edition, etc. detected at a later stage, shall be compensated by the supplier.
15. The country of origin/policy of the publisher shall decide the currency in which the prices will be charged.
16. Books supplied by V.P.P without prior permission shall not be accepted.
17. Dispute, if any, shall be subject to the jurisdiction of courts at Rohtak, irrespective of what is metioned in the suppliers invoice etc.
18. Distribution of orders to the empanelled vendors/distributors/ agent etc shall be based at the discretion of Library-Incharge of Registrar
19. Rs.25,000/- be deposited as a registration security for the period of three years. once deposited security be matured after completion of three year whether he/she drop the registrationship witin the stipulated period. The registration of vendors be valid for three years and it may be the vendor who so ever can register itself through out the year.
20. The terms & condition for the vendorship registration can be amended by the library from time to time with the approval of the Library Committee/Vice- Chancellor and the same is binding to the registered vendors.
21. The library committee/Vice-Chancellor reserves the right to amend terms and conditions for vendorship, recommend or reject any or all of the book vendors and the same is binding to the registered vendors. The decision of library committee/Vice-Chancellor will be final in all cases and no explanation will be given.

Registrar

