

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

Sector-3, Dwarka, New Delhi 10075

Last date: -----

APPLICATION FORM FOR IMPANELMENT OF FIRMS AS A SUPPLIER OF BOOKS

(Strike off which ever is not applicable)

Kindly go through the attached terms and conditions before filling the form

1.	Name of the Firm	:
2.	Address of Head Office	:
	Branches	:
3.	(a) Telex No. (b) Telephone No. (c) Fax No. (d) E-mail (e) Web site, if any	: : : : : :
4.	Kind of proprietorship (a) If a Limited Concern, name and addresses of Directors and Managing Directors (b) If single owner, name and address of the Proprietor & Manager (c) If partnership, name and addresses of partners	: : : :
5.	Is your firm registered under- (a) The Indian Companies Act, 1956 (attach copy of memorandum and Articles of Association) (b) The Indian Partnership Act, 1932 (Attach statement in register of firms showing names of partners) (c) Indian Factories Act (Registration No. and date to be given) (d) Any other Act	: : : :
6.	Are you a distributor/dealer/ stockist/ exclusive/ preferred agent? If so, please submit the authority letters issued by the publishers along with the details of Distributor/ Dealership/ stockist/ exclusive/ preferred agents.	:
7.	Are you a Publisher if so, please mention the areas of publications	:
8.	Are you a member of State/National Association of Books suppliers. If so, attach a copy of the membership	:
9.	Whether firm is Income Tax payee. If so, please attach a copy of ITCC	:
10.	Sales Tax Registration No. (attach	:

	copies of GST, CST Certificate).	
11.	Banker's details (A certificate issued by the banker's may be attached) (a) Bankers name (b) Address (c) Bank A/C No. (d) Date of Opening (e) Name of sponsor to open A/c	:
12.	Reference of the any other Library of national reputed organizations (<i>e.g. IIT, DCE, NSIT, IIM, NML, AIIMS, NISCAIR, NPL, ICMR, IARI, Central universities</i>) with whom you are already registered	:
13.	Have you ever supplied the publications to the Library of National reputed organisation. If so, attach a copy of the latest purchase order	:
14.	<i>The annual turn over of the firm with documentary evidence</i>	

Declarations

- ❖ 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.
- ❖ I/We also hereby declare that all matters related to NSIT shall be treated as CONFIDENTIAL and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- ❖ Mr. ----- whose signatures are given below, is an authorized representative of this firm.
- ❖ 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.

Date

Signature of Partners/Proprietors
(with Firm's Seal)

TERMS & CONDITION FOR SUPPLY OF BOOKS

1. NSIT does not bind itself to place the supply order or to add in approved list of vendors to any of the vendor.
2. Incomplete or wrong information will disqualify the vendor's request at any time.
3. Empanelment is valid initially only for a period of three financial years.
4. An empanelled vendor should organize at least one book exhibition per year at NSIT in consultation with the Library.
5. A vendor should not exhibit a book published more than three years ago except special circumstances.
6. The Library Advisory Committee (LAC) reserves the right to recommend or reject any or all for consideration of the Director, NSIT, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
7. The rejected publications should be removed within 15 days by the vendors/suppliers at their own risk and cost after which no responsibility will be accepted by NSIT.
8. The "Supply Order" consists of supply of publications as per the bibliographic details mentioned there in and all other components (CD's etc.), those which come bundled with should automatically be provided by the vendor.
9. Price
 - A. Price should be charged as per publisher's invoice (Publishers/Importers/Distributors) and latest catalogue.
 - B. Proof in support of the price charged should be attached along with the bills (1. Foreign edition: - Publisher's invoice and catalogue 2. Indian edition: - Publisher's catalogue).
 - C. Price should be for ex-site (NSIT Delhi)
 - D. Any taxes leviable should clearly be indicated.
 - E. RBI conversion Rate (selling) prevalent at the time of billing will be applicable and a copy of the same should be attached with the bills.
10. The acceptance of the order should be submitted by the agency within seven days of dispatch of the letter.
11. The supply of the accepted order should be made by the due date (normally within 2 to 4 weeks for the books available in the market and within 4-6 weeks for books which are to be imported).
12. The publication supplied should be in good condition without any defects. Payment will be made only after inspection of the publication by the Library or any other person authorized.
13. Unless otherwise mentioned only the latest edition of the publication shall be supplied (evidence of the currency of the edition published by the publisher must be supplied along with the bills).
14. Pre-receipt bills(s) are to be submitted in triplicate (3 copies). Revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

15. (a) Bill(s) is/are to be addressed to the Director, NSIT & submitted in the Library for further processing.

(b) All correspondence shall be addressed to:
The Head, Library Services/Librarian
Netaji Subhas Institute of Technology
Azad Hind Fauz Marg, Sector-3.
Dwarka, New Delhi 110075.
16. All entries in the bill should be typed or neatly handwritten in the format given by the library.
17. No foreign edition must be supplied when the Indian edition/reprint has already been published.
18. Where low price editions are available, the lowest priced edition/Paper back shall only be supplied.
19. Discount Structure: - A discount of 16% should be fixed for all latest technical books (foreign as well as Indian).
20. In case of publication belonging to short discount or no-discount categories (Government/Society publication) a separate certificate to this effect should be given with the bill.
21. The vendor will have to give the following certificate on the bills:-
 - A. "The prices have been correctly charged in accordance with the publisher's invoice and the publisher's catalogue."
 - B. In case of foreign edition a certificate would be required stating that "Indian reprint/edition is not published".
 - C. When low price editions/paper back edition are not supplied a certificate would be required stating that " No low price editions/paper back edition for the books [mentioned at S. No. ---, ---,] are available."
22. A firm will have to submit a cheque of an amount of Rs. 40,000/- as security money for a period of 36 months to the Institute on being empanelment in favour of the Director, NSIT.
23. At any time if it is found that the information provided by the vendor in any form about publications, services and related matters resulting losses in any form to the Institute, the Institute reserves the right to forfeit the same from the security money.
24. For any dispute/arbitration the legal jurisdiction will be that of the judicial court at Delhi.
25. The vendor will provide the service to the faculty members for their intellectual requirement in their respective areas by providing the bibliographic information for New Publications.
26. Penalty: 10% of the cost for unsupplied books from accepted orders of books.
27. The vendorship will be terminated/dropped/black-listed from the list of registered firm:-
 - A. If the vendor fails to even deliver the 50% of the supply order (in terms of number of titles) during the year.

- B. If the vendor does not cater the intellectual requirement of the faculty members as mentioned at point 26, mentioned above.
- C. If the vendor provide any wrong or distorted information to the library either as per point 24 or otherwise.
- D. Any other matter identified by the Library Advisory Committee/NSIT.

28. Defaulting vendor will be black listed for the remaining panel time.

29. The vendor should have the turn over of Rs. 20,00000/- per year.

Place

Signature of Partners/Proprietors

Date

(with Firm's Seal)

Note: Reservation, if any, in acceptance of the above terms can be elaborated by the supplier