

**INDIAN INSTITUTE OF TECHNOLOGY: DELHI  
CENTRAL LIBRARY**

Applications are invited from reputed Vendors/Distributors/Publishers to seek enrollment as authorized vendor for supply of books to IIT Delhi. Prescribed Application Form and copy of Terms and Conditions may be collected from the office of the Prof. Incharge, Central Library, IIT Delhi or from Dr. J.P.Srivastava, Deputy Librarian, Central Library IIT Delhi or downloaded from the institute website ([www.iitd.ac.in](http://www.iitd.ac.in)). The duly filled application form along with necessary documents and fees may be submitted in the same office latest by: **9.3.2012 (4:00 PM)**

Dr. J.P.Srivastava  
Deputy Librarian

**INDIAN INSTITUTE OF TECHNOLOGY DELHI  
CENTRAL LIBRARY**

**APPLICATION FORM FOR ENROLMENT AS VENDOR FOR THE  
SUPPLY OF BOOKS**

Duly filled in Application form should reach the Prof. Incharge, Central Library, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016 before 9<sup>th</sup> March 2012 by 4:00 PM along with Application Fee of Rs. 2000/- (non refundable) for the year 2011-2014 . The Draft for Application Fee should be in name of “Registrar, IIT Delhi” payable at SBI, IIT Delhi, Hauz Khas, New Delhi

1.	Advertisement No. and Date	
2.	Name of the Firm	
3.	Postal Address of the Firm	
4.	(a) Telephone Number (b) Mobile Number (c) Fax Number (d) E-Mail	: :
5.	Are you a member of Federation of Publishers/ Booksellers Association of India/Delhi State Booksellers Publishers Association ( Please attach a copy of your registration letter )	
6.	Are you a distributor / dealer /stockist/exclusive/ preferred agent of the publishers in the area of science and technology ?. If so, please submit the authority letters issued by the publishers.	
7.	(a)Your Permanent Income Tax Account No. (PAN) (b) Service Tax No.	

8.	<b>Banker's Details ( A certificate issued by the banker may be attached)</b> (a) Bankers Name (b) Address (c) Bank Account No. (d) Name of the Account Holder (e) Date of Opening (f) RTGS (g) NEFT No.	
9.	<b>References of other library of national repute, where you are registered supplier ( e.g. other IITs, NITs, NSIT, DTU, IIMs, AIIMs, NPL, NISCAIR, Delhi University,etc.)- Please attach documentary proof</b>	
10.	<b>Do you have direct import license ( Please attach a copy of the same)</b>	
11.	<b>Do you have an account with the foreign reputed publishers for importing books directly through them. ( Please furnish documentary proof )</b>	
12.	<b>Please furnish an undertaking on your company's letter head that you have not been debarred from any organization in last 3 years for supply of books</b>	
13.	<b>Experience in the field of supplying books ( Please mention no. of years )</b>	
14.	<b>Are you able to procure books including Govt. and society publications from abroad against specific order and the period taken for such imports?</b>	
15.	<b>Annual Turn over of the firm with documentary evidence for the last 3 financial years</b>	

16.	Will you be able to supply books within a period of 2 months from the date of issue of order	
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**Declarations**

- I/We \_\_\_\_\_ ( name of partners/ proprietors) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and that I/ we shall be bound by the acts of the duly constituted authority
- Mr. \_\_\_\_\_ Designation \_\_\_\_\_ whose signatures are given below is an authorized representative of the Firm
- I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm , affecting the accuracy of the facts stated above
- I/We also agree to the terms and conditions for supply to the books to IIT Delhi

**Firm's Seal**

**(Authorised Signatory)**

**Place:**

**Date:**

**INDIAN INSTITUTE OF TECHNOLOGY: DELHI**  
**CENTRAL LIBRARY**  
**Annexure I**

**Date: Dec. 2011**

**Terms and Conditions for supply of Books to IIT Delhi Central Library for the Financial year 2011-2014**

1. The vendor should be a member of the Federation of publishers/Booksellers Association in India/Delhi State Booksellers and Publishers Association.
2. Vendor should have a Permanent Income Tax Account No. and Service Tax No.
3. The vendor should have a minimum of 3 years experience in dealing with Reputed Academic/Research/University Library.
4. Vendor should supply the selected books within a period of two month, failing which order will be given to another vendor and procedure to debar the vendor will be initiated
- 5 (a). Vendor should give maximum discount on published price for all books in English/ Hindi of Indian or foreign origin and in no case less than 15% discount is permissible
- 5 (b) Only publications of Central/State govts., Learned Society publications shall be allowed to be purchased at no discount. No discount title shall also be allowed to be supplied at no discount price. A separate certificate to this effect should be appended with the bill.
- 5(c) Vendor will have to supply Foreign/Indian Society publications, Government publications and No discount titles, whenever required.
6. Vendor will have to submit the bills of foreign books converted to Indian rupees and it will be paid at the RBI foreign exchange rate notified on the date of supply of book.
7. The vendor must submit Publishers/Distributors/Dealers Invoice copy as a price Proof duly certified and stamped for the books supplied by him along with the bill
8. Incomplete or furnishing of wrong information in the books recommendation form along with the bill as price proof or in the application proforma for registration will debar a vendor for supply of books.
9. The Advisory Committee for the Library (ACL) reserves the right to recommend or reject any or all the book suppliers. The decision of Director, IIT Delhi on the advice of ACL will be final in all cases in respect of acceptance/ rejection/ arbitration and no explanation will be given.

10. The publication supplied should be in good condition without any defects.
11. Unless otherwise mentioned, only the latest edition of the publication will be accepted and they must be in good condition.
12. Pre-Receipted bill(s) are to be submitted in duplicate ( 2 copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory
13. Bills are to be addressed in the name of the following and submitted in the central library of the institute:  
  
Librarian  
Indian Institute of Technology Delhi  
Hauz Khas  
New Delhi- 110 016
14. All entries in the bill should be typed or neatly hand written in the format acceptable to the library.
15. All matter of dispute will be subject to legal jurisdiction of the courts at Delhi only.
22. The vendor will have to give the following certification on the bills:
  - A. The prices have been correctly charged in accordance with the publishers' invoice and the publisher's catalogue

Place:

Signature of Partners/ Propreitors  
(with Firm's seal)

Date: