

**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
MAHATMA GANDHI AVENUE  
DURGAPUR – 713209, WEST BENGAL**

**CENTRAL LIBRARY**

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**APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF  
BOOKS (PRINT)**

(PLEASE READ THE “TERMS AND CONDITIONS” CAREFULLY BEFORE FILLING THE FORM)  
*(Strike off whichever is not applicable)*

1. Name of the Firm: .....

2. Complete Postal Address: .....

.....

Telephone No: .....

FAX No: .....

Email: .....

Website: .....

3. Kind of Proprietorship (Single/Joint): .....

i. Name and address of Directors/Managing Directors/ Proprietor:

.....

ii. If partnership, name and address of partners: .....

.....

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

(i) Good Offices Committee (GOC): [Yes/No]

(ii) Federation of Publishers' and Booksellers' Association of India (FPBAI). [Yes/No]

(iii) Any other State / National Association(s) of books suppliers: [Yes/No]

5. Are you a distributor/ dealer/ stockiest/ exclusive or preferred agent of any publisher? [Yes/No]

(If so, please attach copies of the authority letters issued by the publishers along with details of your distributorship/ dealership/ stockiest/ exclusive or preferred agent(s).

6. Year of starting of the Firm with Registration Number/date .....

7. PAN/TAN No. .... (Attach copy)

8. Is the firm Income Tax payee? [Yes/No]

(If so, please attach one copy each of Income Tax returns of last three consecutive)



9. Please provide details of your firm's Sales Tax Registration No. ....  
(Attach: copies of GST/CST Certificate).

10. Minimum four (04) references (Credentials) of the Libraries of reputed institutes/organizations with whom you are already registered such as Institutes of National Importance, Government established research laboratories, Technical Institutes (e.g. IITs, NITs, IISc., IIMs, CSIR Labs, Universities etc.).

- i.
- ii.
- iii.
- iv.

(Please attach related documents)

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

- i.
- ii.
- iii.

(Please attach related documents)

12. Major foreign/Indian Publishers you are dealing with (Give Names/Address) with copy of the direct procurement from the publisher/distributor as case may be.  
(Separate sheet may be attached as ANNEXURE-I)

13. Name Major subject area with number of Text Books/Reference Books/General Reference Books, on which your firm handle maximum supply of books during last three years.

(Separate sheet may be attached as ANNEXURE-II)

14. Please provide an affidavit on a non-judicial stamp paper of Rs. 50.00, for not having black-listed for minimum three (03) years by any of the Institutes or Universities or Government organizations in India.

## DECLARATION

1. I / We..... (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided 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.

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

3. Mr. .... whose signatures are appearing below, is/are the authorized representative(s) of the 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 assure that if empanelled, the firm will serve the Institute for a minimum period of one year.

6. I/ We have read and understood all the “**Terms and Conditions**” of NIT Durgapur as mentioned in this document and consciously agree to abide by them.

Name & Signature of Proprietor

Place:

Signature of Authorized representative of the firm

Date (with Firm’s Seal)

**Check List:**

**Please verify the following documents before sending (To be attached):**

- |   |   |   |
|---|---|---|
| 1. Proprietorship Certificate   | [ | ] |
| 2. i. Good Offices Committee (GOC) Membership Certificate                                       | [ | ] |
| ii. Federation of Publishers’ and Booksellers’ Association of India (FPBAI) Certificate         | [ | ] |
| iii. Any other State / National Association(s) of books suppliers Certificate                   | [ | ] |
| 3. Registration Number Certificate  | [ | ] |
| 4. PAN/TAN  | [ | ] |
| 5. Income Tax Return (Last Three Years)   | [ | ] |
| 6. Sales Tax Registration Certificate.  | [ | ] |
| 7. References of 4 Libraries (Sl. No. 10)   | [ | ] |
| 8. Annual Turnover last 3 years (Sl. No.11)   | [ | ] |
| 9. Major Foreign Publishers List – Annexure –I  | [ | ] |
| 10. Major Subject Area Covered – Annexure – II  | [ | ] |
| 11. Complete Bank Details   | [ | ] |
| 12. Affidavit of not having terminated/dropped/blacklisted in any of the libraries (Sl. No. 14) | [ | ] |



A handwritten signature in blue ink, appearing to be a stylized name.