VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY
Library & Information Resource Centre

Vendor/Supplier Registration Form
(For supply of books and other resources)

1. Name of the Firm/ Agency _____

2. Nature of ownership (please tick the appropriate)

Proprietorship	Partnership	Company	PVT Ltd	Others

1. Registered Address **:** _____
_____
_____

2. Year of Establishment :_____ Number of Years in the business:_____

3. Name(s) of Partners/Directors:
_____

4. Telephone Numbers : Landline _____Mobile_____
Landline _____ Mobile_____
Fax: _____E-mail: _____
Website_____

5. Are you an existing registered supplier: Yes ☐ No ☐

6. If Yes, for how many years :_____

7. Type of business (please tick the appropriate):

Publisher	Importer	Distributor	Supplier	Aggregator

8. Areas of specialization*(please tick the appropriate):

Civil & Allied Engineering Subject		Architecture & Planning		Management	
Electrical & Allied Engineering subjects		Biotechnology		General Books	
Mechanical and & Allied Engineering subjects		Humanities & social Science		Books for Competitive Exams	

Environmental		Basic Sciences		Others (Philosophy, reference, education, Hindi, etc. Please specify	

9. Publishers you are dealing with : Foreign ☐ Indian ☐
   (Please enclose the list of Publishers both Indian &Foreign)
10. Will you be able to provide publisher's catalogue or original Invoice as price proof? : Yes ☐ ☐
11. Are you a distributor/dealer/stockiest/exclusive/preferred agent of the publishers in the area of Engineering, Science and Technology, Social Sciences? :
    Yes No ☐ ☐
    If so, please submit the most recent authority letters issued by the publishers.
12. Are you affiliated with
    a. Federation of publishers & Book Sellers Association of India (FPBAI)
    Yes ☐ No ☐
    If yes, please provide the registration number: _____
    b. Association of Indian Publishers & Book Sellers: Yes ☐ No ☐
    If yes, please provide the registration number: _____
    c. Any other affiliations? Please give details: _____
13. Whether you are an income tax payee? Yes ☐ No ☐
    (If yes, please submit a copy of income tax return filed in the last three years)
14. Annual turnover of your business in the last three years? (A certified balance sheet)
    20 -20 _____
    20 -20 _____
    20 -20 _____
15. Your Permanent Account Number (PAN):_____ TAN _____ and GST Number : _____
16. Bank details (A certificate issued by the bank must be attached___
    a. Name of the Bank & Branch:
    b. Address of the Bank : _____
    c. Account Number : _____
    d. Type of Account : Savings ☐ Current ☐
    e. IFSC : _____

f. MICR Code : _____

17. Are you supplying books & resources to NITs, IITs or any other CFTIs?
Yes N☐ ☐
If yes, provide proof of Empanelment

18. Do you have a direct import license? : Yes ☐ No ☐
(If yes, please attach a copy of the same)

19. Will you be able to supply books within a period of 3 weeks for Indian Publication and 6 weeks for foreign publication from the date of issue of Order:
Yes No ☐ ☐

20. Has your firm ever been debarred/blacklisted for doing business from any government organization? : Yes ☐ No ☐

(If No, please furnish Self declaration on official letterhead of the firm of not having black-listed in the last three years (03) by any of the Institutes or Universities or Government organizations in India)

21. I certify, that I have submitted an application fee of Rs. 5,000/- by DD in favor of **'The Director VNIT Nagpur'**.

Date : _____
Issuing Bank : _____
Amount : _____
DD No. : _____

(Signature with Stamp)

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 matters related to empanelment with VNIT, Nagpur shall be treated as confidential and no information shall be passed on to any person without written permission of a competent authority from VNIT, Nagpur.

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.

Place: Signature
partners/Proprietors

Date: (Seal of the Firm)

Library Vendor / Supplier Registration Checklist

Attached documents must be arranged in the following order:

i. Application form.
ii. ITR of last three financial years
iii. Certificate issued by the bank regarding bank details.
iv. Most recent authority letter issued by the publishers stating you as a distributor /dealer/ stockiest / exclusive/preferred agent in the area of Science and Technology.
v. Copy of your registration letter of Federation of Publishers' and Booksellers' Association in India (FPBAI).
vi. Proof of having supplied library materials to CFTIs. Like IITs, NITs, IISc, IISER, etc., is desirable.
vii. Copy of import license
viii. Documentary proof of dealing with reputed foreign publishers for importing books directly from them.
ix. Audited copy of annual turnover of the company for last three financial years.
x. D. D. of Rs 5000 in the name of VNIT.