



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
पुस्तकालय एवं सूचना संसाधन केंद्र
Library and Information Resources 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 |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Registered Address : _____

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

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

6. Telephone Numbers : Landline _____ Mobile _____
Landline _____ Mobile _____
Fax: _____ E-mail: _____
Website: _____

7. Are you a existing registered supplier: ☐ Yes ☐ No

8. If Yes, for how many years : _____

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

| Publisher | Importer | Distributor | Supplier | Aggregator |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



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10. Areas of specialization*:-

| | | | | | |
|----------------|--|-------------------------|--|-----------------------------------|--|
| Engineering | | Architecture & Planning | | Philosophy | |
| Basic Sciences | | | | General Books | |
| Management | | Humanities | | Reference Books | |
| Biotechnology | | Social Sciences | | Books for Competitive Exams | |
| Environmental | | Mass Communication | | | |
| Science/Engg. | | Education | | Others | |

11. Publishers you are dealing with : ☐ Foreign ☐ Indian
(Please enclose the list of Publishers both Indian & Foreign)

12. Will you be able to provide publisher's catalogue
or original Invoice as price proof. : ☐ Yes ☐ No

13. 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 .

14. 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:_____



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15. Annual turnover of your business in the last three years? (please attach an audited copy of the same) :-

20__ - 20__ _____
20__ - 20__ _____
20__ - 20__ _____

16. 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)

17. Your Permanent Account Number (PAN): _____ TAN : _____ and
GST Number : _____

18. Bank details (A certificate issued by the bank may 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 :

19. Are you supplying books & resources to NITs, IITs or any other CFTIs?: Yes ☐ No ☐

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

21. Will you be able to supply books within a period
of 2 months from the date of issue of Order : Yes ☐ No ☐

22. Have your firm ever been debarred/blacklisted
for doing business from any government organization? : Yes ☐ No ☐
(If No, please furnish an affidavit raised on non-judicial
stamp paper of Rs.100 (One Hundred only)



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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 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)



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Library Vendor / Supplier Registration
Check List

Attached documents must be arranged in the following order :-

- (i) Application form.
- (ii) ITR of last three financial years (i.e.).
- (iii) Certificate issued by bank regarding bank details.
- (iv) Most recent authority letters 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.,
- (vii) Copy of import license.
- (viii) Documentary proof in 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.