

**APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF
BOOKS TO CTUAP, VIZIANAGARAM**

***PLEASE READ THE “TERMS AND CONDITIONS” CAREFULLY
BEFORE FILLING THE FORM**

To
The Registrar
Central Tribal University of Andhra Pradesh,
AU PG Centre, Kondakarakam Village,
Cantonment Area, Vizianagaram ,
Andhra Pradesh, INDIA
Pin: 535003.

| SL. No. | Details | Response |
|---------|--|--|
| 01 | Name of the firm | |
| 02 | Date of Establishment (attach proof) | |
| 03 | Address | |
| | Email | |
| | Mobile No | |
| | Telephone No (Landline) | |
| | Fax | |
| | Website | |
| 04 | Constitution of Firm (Please Tick✓) | Proprietor/ Partnership/ Directors/Managing Directors of Company |
| 05 | Name of the Owner (s) | 1. 2. 3. |
| | Email | 1. 2. 3. |
| | Mob. No. | 1. 2. 3. |
| 06 | If you are an authorized distributor of any publisher, Please provide name (s) of Publisher(s) whom you represent. (Attach Separate sheet) | |
| 07 | Documentary proofs for supplying printed books to at least five Libraries of Central Universities/CFTIs with who the vendor is already registered and provide satisfactory supply report. | 1. 2. 3. 4. 5. |

| | | |
|----|---|--|
| 08 | Membership details of GOC/Publishers federations/National or State Level Booksellers and Publishers Association: (Attach Proof) | 1. 2. 3. 4. 5. |
| 09 | Online transfer of Application Fees of Rs. 2,000 (Rupees Two Thousand Only) in favor of the Finance Officer, CTUAP, Vizianagaram (Non Refundable) | 1. Reference No. : 2. Date of Issue : 3. Issuing Bank : |
| 10 | Whether You are Income Tax Payee? If Yes, Please submit a copy of Income tax return field for last three consecutive Years. (Attach Proof) | 1. 2. 3. |
| 11 | Annual Turnover of the firm for last Three Consecutive financial years (Attach proof of CA certified balance sheet) | 1. 2. 3. Total : Average : |
| 12 | PAN TAN (Copy Attached) | PAN : TAN: |
| 13 | Bank Details of Vendors/ Suppliers or distributors | (a) Name of the bank : (b) Address : (c) Bank Account Number : (d) Name of the Account Holder : (e) IFSC Code : (f) MICR Code : (g) Date of opening of Account : (h) Type of Account (Saving/ Current) : |
| 14 | Are You a distributor/ dealer/ stockiest/ executive/ preferred agent of the publishers? | If so, Please submit the most recent authority letters issued by the publishers. |
| 15 | Do you have the direct import license? | If yes, please attach a copy of the same |
| 16 | Do you have satisfactorily supplied books to any Five Central University or Institutes of National importance in last 3 years (Certificate should be attached) | 1. 2. 3. 4. 5. |
| 17 | Have your firm ever been debarred/ black listed for doing business from any Government Organization | If no, Please furnish self- declaration of an affidavit raised on non- judicial stamp paper of Rs. 100 (Rupees hundred only). |

Criteria for the empanelment of vendors for the supply of books:

| Sl. No | Items | Yes | No |
|----------|---|-----|----|
| 1 | Proof of Membership in Associations: | | |
| (i) | Good Offices Committee (GOC) and | | |
| (ii) | Federation of Publishers and Booksellers Association of India (FPBAI) | | |
| (iii) | Any other State/National Association(s) of Book Suppliers (optional) | | |
| 2 | Copies of Authority Letters: | | |
| | Authority letters issued by publishers, along with details of your distributorship, dealership, stockist, exclusive or preferred agent(s). | | |
| 3 | Copy of PAN Card: | | |
| | PAN card of the firm, owner, or partners | | |
| 4 | Income Tax Returns: | | |
| | Copies of the Income Tax Returns for the last three consecutive years | | |
| 5 | Copy of CST Certificate | | |
| 6 | Documentary Proof of Supply Experience with satisfactory supply report: | | |
| | Documentary proof for supplying printed books to at least five Libraries of Central Universities/CFTIs with who the vendor is already registered with satisfactory supply report . | | |
| 7 | Annual Turnover Details: | | |
| | Details of the firm's annual turnover for the last three consecutive years, along with documentary evidence. The minimum average turnover per annum should be Rs. 50 lakh for the last three years. | | |
| 8 | Affidavit on Non-Judicial Stamp Paper: | | |
| | An affidavit on a non-judicial stamp paper of Rs. 100/- stating that the firm has not been blacklisted by any institutes, universities, or government organizations in India. | | |
| 9 | Bid Security Declaration Form: | | |
| | Any other criteria as decided by CTUAP. | | |

DECLARATION

1. I/We _____ (Names of proprietor(s)/partners or shareholders) hereby declare that the information provided in this application form is true to the best of our knowledge and that we shall be bound by the acts of the duly constituted attorney.
2. I/We also declare that all matters related to Central Tribal University of Andhra Pradesh shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission from the Competent Authority of CTUAP, Vizianagaram.
3. The undersigned 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 the firm affecting the accuracy of the facts stated above.
5. I/We assure that if empanelled, the firm will serve the Central Library, CTUAP, Vizianagaram for a minimum period of two years.
6. I/We have read and understood all the “Terms and Conditions” of Central Library, CTUAP, Vizianagaram as mentioned in this document and consciously agree to abide by them.
7. If selected for empanelment, I/we agree to furnish a Refundable Security Deposit of Rs. 25,000/- as performance guarantee deposit in the form Bank Guarantee/FDR, at the time of personal interaction.

Signature of Partner/Proprietor/director

(Seal of the Firm)

Place:

Date: