



**APPLICATION FORM FOR REGISTRATION AND ENLISTING OF
 SUPPLIERS OF BOOKS/JOURNALS & E-RESOURCES**

(STRIKE OFF WHICHEVER IS NOT APPLICABLE)

(Please read the detailed advertisement and terms & conditions carefully before filling the form. Add additional papers/supporting documents wherever necessary)

1. Request for Registration as:

Book Supplier	Journal Subscription Agency
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 (Strike off whichever is not applicable)

2. Name of the Firm:

3. Address(es) of Head Office & branches with telephone numbers, fax numbers, and website, if any:

 Preferred Email ID for future communication:.....

4. Kind of Proprietorship:

(i) Name and address of Directors / Managing Directors / Proprietor:

(ii) If partnership, name and address of the partners:

5. Please tick mark and provide documentary proof of your firm's membership in any of the following bodies/associations:

- (i) Good Offices Committee (GOC):
 - (ii) Federation of Publishers' and Booksellers' Association of India (FPBAI):
 - (iii) Any other State / National Association(s) of books suppliers/subscription agencies:
6. Are you, currently, a distributor / dealer / stockiest / exclusive or preferred agent of any publisher? If so, mention names of such publishers, and attach copies of the authority letters issued recently, by the publishers along with details of your distributorship / dealership / stockiest / exclusive or preferred agency.
7. Please provide name & addresses of minimum five libraries of nationally reputed organizations (e.g IISERs, IISc, IITs, NITs, VSSC, CSIR & Research Laboratories, Universities) with whom you are currently registered as approved supplier of books.
8. Please provide annual turnover of the firm for the last THREE consecutive years (2013-14 to 2015-16) with documentary evidences like copies of audited annual accounts/annual report.
- 2013-14 :
- 2014-15 :
- 2015-16 :
9. Please attach one copy each of Income Tax returns of last THREE consecutive years (2013-14 to 2015-16) of the firm and also a copy of the PAN card of the firm.

DECLARATION

- (i) 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.
- (ii) I / We also hereby declare that all matters related to Indian Institute of Science Education and Research Thiruvananthapuram shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the competent authority.
- (iii) Mr/Ms. whose signatures are appearing below, is / are the authorized representative(s) of the firm.
- (iv) 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.
- (v) I / We assure that if empaneled, our firm will serve the Institute for a minimum period of Three years and abide by the rules and regulations of the IISER Thiruvananthapuram.
- (vi) I/We hereby declare that we have not been de-listed in last three (3) years by any of the Institutes or Universities or Government organizations in India.

TERMS & CONDITIONS

1. Mere fulfillment of the eligibility/requirement does not qualify to be considered as approved suppliers of books/journals/e-resources.
2. Institute reserves the right to recommend or reject any or all application(s). The decision of the Institute in all matters shall be final.
3. IISER Thiruvananthapuram reserves the right to add any additional vendor to the approved list of suppliers or to place the purchase order to any of the suppliers.
4. Legal disputes are subject to the jurisdiction of court in Thiruvananthapuram only.

I / We agree to abide by the above mentioned terms and conditions.

Signature of Partners / Proprietors:

Seal

Place :

Date :/...../.....

Supporting documents to be enclosed with the application:

1. Proof of registration of the firm.
2. Proof of membership in any of the following associations:
 - a. Good Offices Committee (GOC):
 - b. Federation of Publishers' and Booksellers' Association of India (FPBAI):
 - c. Any other State / National Association(s) of books suppliers/subscription agencies:
3. Recent letter from the publishers in proof of distributor / dealer / stockiest / exclusive or preferred agent.
4. Copies of empanelment/registration letter, purchase order or reference letter from the librarian, from 5 libraries of nationally reputed organizations (e.g IISERs, IISc, IITs, NITs, VSSC, CSIR, Research Laboratories, Universities) as proof of 5 years' experience, and current registration as approved supplier of books.
5. Audited annual accounts/annual report of past 3 years (2013-14 to 2015-16).
6. Copies of Income Tax returns of last 3 consecutive years of the firm (2013-14 to 2015-16).
7. Copy of PAN card of the firm.
8. Any other documents in support of the application.