



భారతీయ పెట్రోలియం మరియు ఊర్జా సంస్థాన్
भारतीय पेट्रोलियम और ऊर्जा संस्थान
INDIAN INSTITUTE OF PETROLEUM AND ENERGY
(An Institute of National Importance by an Act of Parliament)

डॉ. एस. आर. रंगनाथन पुस्तकालय
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Ref. No. 01/IIPE/Lib./Vendor/Reg. (B)/2022-23

Date: 01.08.2022

**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:	
	1) Telephone No	:
	2) Mobile Number	:
	3) Fax Number	:
	4) Email id	:
3.	5) Website	:
	Kind of Proprietorship	[Single/Joint]
	a) Name and address of Directors/Proprietor. Name: Add:	
	b) If in partnership, name and address of partner(s). Name: Add:	

4.	<p>Please tick mark and provide documentary proof of your membership in any of the following associations:</p> <p>a) Good Offices Committee (GOC)</p> <p>b) Federation of Publishers' and Booksellers' Association of India (FPBAI)</p> <p>c) Any other State/National Association(s) of books suppliers</p>	<p>[Yes/No]</p> <p>[Yes/No]</p> <p>[Yes/No]</p>
5.	<p>Are you a distributor/ dealer/ stockiest/ exclusive or preferred agent of any publisher?</p> <p>(If so, please attach copies of the authorization letters issued by the publishers along with details of your distributorship/ dealership/ stockiest/ exclusive or preferred agent/s)</p>	<p>[Yes/No]</p>
6.	<p>Year of starting of the Firm with Registration Number/date (Attach Copy)</p>	
7.	<p>PAN/GST No. (Attach copy)</p>	
8.	<p>Is the firm Income Tax payee?</p> <p>(If so, please attach one copy each of Income Tax Returns of last three consecutive years)</p>	<p>[Yes/No]</p>
9.	<p>Please provide details of your firm's Sales Tax Registration No. (Attach copy of GST Certificate)</p>	
10.	<p>Minimum five (05) references (credentials) of the Libraries of reputed institutes/ organizations with whom you are already registered. Such as IITs, NITs, IISc., IIMs, CSIR Labs, or Universities) (Attach related documents)</p>	<p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p> <p>5)</p>
11.	<p>Please provide details of the annual turnover of the firm for the last three consecutive years with documentary evidence. (Attach related documents)</p>	<p>1)</p> <p>2)</p> <p>3)</p>
12.	<p>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)</p>	<p>[Yes/No]</p>

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)	[Yes/No]
14.	Affidavit of ₹100.00 on non-judicial stamp paper of acceptance of supply Terms and Conditions and declaration of not debarred, terminated, dropped or black listed in any Institute/University or government library in last three years mentioning Empanelment Notice number and date.	[Yes/No]

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 IPE Visakhapatnam 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 authorised 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 three year.

6. I/ We have read and understood all the “**Terms and Conditions**” of Empanelment Notice Ref. No. 01/IPE/Lib./Vendor/Reg. (B)/2022-23 Date: 01.08.2022 and consciously agree to abide by them.

Name & Signature of Proprietor
(Firm's Seal)

Place:

Signature of Authorised representative of the firm
Date (with Firm's Seal)

Place:

Check List:

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

- 1) Acceptance of supply Terms and Conditions (mentioning Empanelment Notice Reference Number and date) and declaration of not debarred, terminated, dropped, or black listed in any Institute/University or government library in the last three years on a Non-Judicial stamp paper of ₹100.00 []
- 2) Copy of remittance details of depositing ₹500.00 through SBI Collect. []
- 3) Certificate of Firm's registration. []
- 4) Proprietorship Certificate []
- 5) Copy of PAN/GST of the firm. []
- 6) Membership Certificate (at least one)
 - i. Good Offices Committee (GOC) Membership Certificate []
 - ii. Federation of Publishers' and Booksellers' Association of India (FPBAI) []
 - iii. Any other State / National Association(s) of books suppliers Certificate []
- 7) List of major foreign/Indian Publishers dealing with direct procurement. []
- 8) Authorisation Letters of supplying books/ stockist/ exclusive supplier issued from publisher(s). (if applicable) []
- 9) ITR of last three years []
- 10) Annual turnover of last three years []
- 11) Five (5) reference credentials issued form Libraries of reputed institutes/ organizations with whom vendor is registered (Letter or Purchase Order) []
- 12) List of major subject area covers. []
- 13) Complete bank details along with one cancelled cheque []
- 14) Any other important document []

