

ANNEXURE – I

APPLICATION FORM FOR EMPANELMENT OF BOOK SUPPLIER / VENDOR

1. Name of the Firm / Agency	
2. Nature of Firm (Proprietorship / Partnership / Pvt. Ltd. / LLP)	
3. Year of Establishment	
4. Registered Office Address	
5. Branch Office Address (if any, in Jharkhand/nearby region)	
6. Contact Person & Designation	
7. Telephone / Mobile No.	
8. Email ID	
9. Website (if any)	
10. GST Registration No. (GSTIN)	
11. PAN No.	
12. Bank Account Details (Name, A/c No., IFSC, Branch)	
13. FPBAI / Association Membership No. (if any)	
14. Category of Books Dealt In (Indian / Foreign / Both; Discipline-wise)	
15. Names of at least 3 University/College/Institutional Libraries currently served (with contact details)	

16. Annual Turnover (Book Supply Business) – last 3 Financial Years:

Financial Year	Turnover (₹)	Remarks

17. List of Enclosures (tick as applicable):

- ☐ GST Registration Certificate
- ☐ PAN Card copy
- ☐ Certificate of Incorporation / Registration / Trade Licence
- ☐ Income Tax Returns (last 3 years)

- ☐ Audited Financial Statement / CA-certified Turnover Certificate (last 3 years)
- ☐ Client Reference List with Purchase Orders / Satisfactory Performance Certificates
- ☐ FPBAI / Association Membership Certificate (if any)
- ☐ Affidavit of Non-Blacklisting (Annexure III)
- ☐ Cancelled Cheque / Bank Proof (Annexure II)
- ☐ Discount Structure Sheet (Annexure IV)

Declaration

I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge and belief. I/We have carefully read and understood all the terms and conditions of empanelment as laid down by the University Library, ARKA JAIN University, and agree to abide by the same. I/We understand that any false information, if detected at any stage, shall lead to disqualification/cancellation of empanelment, and forfeiture of any security deposit, without prejudice to other legal remedies available to the University.

Place: _____

Date: _____

Signature of Authorised Signatory

Name & Designation:

Seal of the Firm

ANNEXURE – II

BANK DETAILS / ELECTRONIC PAYMENT MANDATE FORM

1. Name of the Firm	
2. Name of the Bank	
3. Branch Name & Address	
4. Account Number	
5. Account Type (Current / Savings)	
6. IFSC Code	
7. MICR Code	
8. PAN No. (linked to account)	
9. GSTIN	

Please attach a cancelled cheque / bank certificate / passbook front-page copy in support of the above details.

Signature of Authorised Signatory with Seal

ANNEXURE – III

AFFIDAVIT / UNDERTAKING OF NON-BLACKLISTING

(To be executed on a Non-Judicial Stamp Paper of appropriate value, duly notarised)

I/We, Mr./Ms. _____, S/o / D/o
 _____, authorised signatory of M/s
 _____, having its registered office at
 _____, do hereby solemnly
 affirm and declare as under:

1. That the firm named above is a genuine and legally constituted entity, duly registered under the applicable laws of India.
2. That the firm, its proprietor/partners/directors have not been blacklisted, debarred, or declared ineligible by any Central/State Government Department, University, Institute, or Public Sector Undertaking, in India, as on the date of this affidavit.
3. That no criminal case / vigilance inquiry / investigation is pending against the firm or its proprietor/partners/directors in relation to its business dealings.
4. That all the information and documents furnished by the firm along with the application for empanelment as Book Supplier/Vendor with the University Library, ARKA JAIN University, are true and correct to the best of my/our knowledge and belief.
5. That in case any information furnished is found to be false or incorrect at any stage, the University shall be entitled to reject/cancel the empanelment forthwith, forfeit any security deposit, and initiate such action as deemed fit, without any liability on the University.
6. That I/We undertake to abide by all the terms and conditions of empanelment as prescribed by the University Library, ARKA JAIN University, as amended from time to time.

DEPONENT

Verification:

Verified at _____ on this _____ day of _____, 20____, that the contents of the above affidavit are true and correct to the best of my/our knowledge and belief and nothing material has been concealed therefrom.

Signature of Deponent
 (Notarised)

ANNEXURE – IV

DISCOUNT STRUCTURE / FINANCIAL OFFER

We offer the following discount on the printed/catalogue price (MRP) of books to be supplied to the University Library, ARKA JAIN University, exclusive of applicable taxes unless otherwise stated:

S.No.	Category of Books	Discount Offered (%)	Remarks
1	Indian Publishers – Textbooks		
2	Indian Publishers – Reference/Research Books		
3	Foreign Publishers – Imported Editions		
4	Indian Reprints of Foreign Titles		
5	Competitive Exam / General Books		
6	Others (specify)		

Delivery Period offered (from date of Purchase Order): _____ days

Validity of the above discount offer: _____ (minimum 2 years recommended)

Signature of Authorised Signatory with Seal