



# Aliah University

IIA/27, New Town, Kolkata – 160, West Bengal

## ALIAH UNIVERSITY LIBRARY SYSTEM REGISTRATION FORM FOR SUPPLY OF BOOKS

I/We \_\_\_\_\_ the Proprietor(s)  
Others(Please specify) \_\_\_\_\_ of the firm/company  
submit the following particulars of the firm for registration as book suppliers to the Aliah  
University Library System.

1. Firm's Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone 1. \_\_\_\_\_ -  
2. \_\_\_\_\_  
Email 1. \_\_\_\_\_ Mobile \_\_\_\_\_  
2. \_\_\_\_\_ Fax \_\_\_\_\_

2. Proprietor's Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone 1. \_\_\_\_\_  
2. \_\_\_\_\_  
Email 1. \_\_\_\_\_ Mobile \_\_\_\_\_  
2. \_\_\_\_\_ Fax \_\_\_\_\_

3. Nature of Business : Bookseller  Publisher  Online Bookstore   
Others (Please Specify) \_\_\_\_\_

4. Type of Establishment: Proprietary  Ltd. Company   
Others (Please Specify) \_\_\_\_\_

5. Date of Establishment \_\_\_\_\_

6. Financial Turnover (Per annum) Last 3 years \_\_\_\_\_

7. PAN / TAN No. \_\_\_\_\_

8. GST No (Optional) \_\_\_\_\_

9. Name as given in the PAN Card. \_\_\_\_\_

10. Memberships of Association etc. (Please give details National/State Level Professional  
Associations only).  
\_\_\_\_\_  
\_\_\_\_\_

**List of Documents (Self attested) enclosed. (Please give Serial Nos of documents attached.....)**

1. Copy of PAN/TAN Card.
2. Copies of Income Tax Return of last three years, if PAN Card is not in the name of the firm.
3. Copy of Registration (Trade Licence) / Incorporation Certificate of the firm.
4. Copy of GST Registration certificate (Optional)
5. List of Publishers Represented by the firm, if the firm is a distributor.
6. Copy of membership certificate of Associations etc. (National/State Level Professional associations only).
7. List of Universities and Research Institutions which are regular clients of the firm.
8. Terms and Conditions prescribed by the University, signed by the Proprietor of the firm as a token of acceptance.

**UNDERTAKING**

I/We undertake that:

1. I/We shall participate actively in the supply of books to the University and agree to the display and sale of latest relevant books at the library of the faculty/department whenever the Aliah University Library organizes such event(s).
2. The information given above is correct. Any change in the above information shall be intimated immediately.
3. I/We have carefully read the terms and conditions for registration and supply of books to the Aliah University Library System as amended from time to time and agree to supply books to Aliah University on the term and conditions prescribed by the University.
4. I/We shall be liable to action as deemed fit by the University for any misrepresentation or suppression of facts, malpractices if any, adopted by the firm or its employees whenever such acts are noticed.

Signature of the Proprietor

Name: \_\_\_\_\_

Seal:

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**Terms and Conditions for Book Purchase**

1. Every bookseller/ Vendor/ Publisher/ Distributor shall have to register with Aliah University before undertaking the business.
2. No Supplier/ distributor/ publisher shall have the sole right to supply books/ publications. Notwithstanding the discount rates so decided, the university Library shall have the right to procure books/ publications at a higher rate (s) of discount. The University Library shall have

the right to procure books directly from such suppliers/ distributors/ publishers on the terms and conditions decided by the University Library.

3. All the ordered Foreign books are to be supplied within 30 days from the date of purchase order. In case of Indian books, the supply should be within 15 days. The order will stand automatically cancelled, if the books are not supplied within the mentioned period. The period of validity of the order can be extended by the librarian for valid reasons.
4. The supplier empanelled shall visit the Aliah University campus and interact with the faculties and academics on a regular basis to assess their requirements, show newly published books and catalogues of their interest and collecting requisitions duly recommended by the faculties/heads in the requisite format available from the university library website.
5. The documents in support of price verification including publisher's invoice/Importer's invoice or publisher's latest catalogue (print or web version), in case of foreign books and in case of those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by the vendor. In no circumstances, the copy of any other document reflecting the price of the book will be acceptable to the library in support of price verifications.
6. The University Librarian's decision in all the matters of procurement of books shall be final and binding on all concerned.
7. The book(s), supplied should be in good condition and acceptable to the Library. Supplier is responsible for the replacement of defective copies at his own cost.
8. Compact discs and audio/video cassettes available with the ordered books should be supplied in good condition, along with the books. Supplier is responsible for the replacement of defective items and return the wrong supply at his own cost.
9. The supplier should certify on the invoice(s) that the price(s) charged in invoice(s) are correct and this/these is/are the latest copy (ies) of book(s) and are not the remainder title(s).
10. Mere fulfilment of eligibility conditions prescribed does not entail a supplier to be included in the panel. Decision of the University in all matters related to empanelment shall be final.
11. University reserves the right to place order for any print books or reading materials directly with the publisher, during the contract period, without intimation to the enlisted vendors.
12. Incomplete applications will be rejected.
13. The discount rates may vary at the discretion of the University authorities and shall be acceptable to empanelled suppliers.

- **Delivery of Books:** Delivery of all the ordered books have to be make F.O.R up to Library, Aliah University without any extra postage, handling through courier/registered post.
- **Exchange Rates:** Conversion for foreign currency will be as per GOC conversion rates applicable at the time of billing /supply. Any change in policy shall be acceptable to the empanelled suppliers.

Signature of the Proprietor

Name: \_\_\_\_\_

Seal:

Date : \_\_\_\_\_

Place : \_\_\_\_\_



***FOR OFFICE USE ONLY***