Notice for Registration of Vendor/Book Suppliers

The Booksellers/Vendors/Publishers/Distributors/Online Book store etc. who intend to supply books to Dr Ambedkar International Centre (DAIC) during the year 2019, may apply for registration of their firm with the DAIC, on the prescribed form. DAIC shall upload a list of registration vendors/book suppliers, on its website. Registration Certificates may be collected after due approval of the competent authority and may be enclosed at the time of supply of books.

Application form, Terms and conditions are available at www.socialjustice.nic.in and http://daic.gov.in under ‘Registration of Vendors/Book Suppliers 2019’. The Terms and Conditions prescribed by the DAIC should also be signed by the proprietors as token of acceptance and be enclosed with the application.

In addition the DAIC has decided that the Booksellers/ Publishers etc. who do not participate actively in the supply process or fail to provide an e-mail address for regular communication shall be liable to cancellation of their registration and that the registered booksellers may also be required to participate in display and sale of latest relevant books at the library or the faculty/department or the library whenever the Library of Dr. Ambedkar International Centre organizes such event(s).

The firm which are applying for the same are requested to submit ‘Registration Form’ (attached herewith) duly filled and complete with enclosures in a sealed cover to “The Director, Dr Ambedkar International Centre, 15 Janpath, New Delhi-110001”. Without registration form, etc their application shall not be considered.

Last date for submission of the Form will be 13.03.2019 at 5.00 P.M.

List of registered vendors shall be notified after due approval of the competent authority. Registration Certificates may be collected thereafter.

Director, DAIC
REGISTRATION FORM FOR SUPPLY OF BOOKS

I/We ____________ the Proprietors(s) other (Please specify) ____________ of the firm/company submit the following particulars of the firm for registration as book suppliers to Dr. Ambedkar International Centre, New Delhi.

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) :

   : ____________________________
   : ____________________________
   : ____________________________

7. PAN / TAN No. : ____________________________

8. Name as given in the PAN Card :

9. Membership 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/Incorporation Certificate of the firm.
4. List of Publishers Represented by the firm, if the firm is a distributor.
5. Copy of membership certificate of Associations etc. (National/State Level Professional association only).
6. List of Universities and Research Institutions which are regular client of the firm.
7. 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 whenever the Library of Dr. Ambedkar International Centre 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 Dr. Ambedkar International Centre as amended from time and agree to supply books to DAIC on the terms and conditions prescribed by the DAIC.
4. I/We shall be liable to action as deemed fit by the DAIC for any misrepresentation or suppression of facts, malpractices if any, adopted by the firm or its employees whenever such acts are noticed.
5. I/We also certify that our firm/agency is not being blacklisted by any Government of India institutions within a period of last five years.
6. I/We have read and understood all the "Terms and Conditions" of DAIC, New Delhi as mentioned in this document and consciously agree to abide by them

i. **Signature of the Proprietor/Partner with date and stamp:** ...........................................

   **Place:** ...........................................

ii. **Signature of Authorised Representative of the firm:** ...............................................

   **Date with Seal of the Firm:** ..........................................................

iii. **Authorised Signature of supplier/vendor with date and stamp:** ..................................

   **Place:** ...........................................

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**FOR OFFICE USE ONLY**
Dr. Ambedkar International Centre
Ministry of Social Justice and Empowerment
15 Janpath, New Delhi-110001

Terms and Conditions for Purchase of Books

The following discount rates, terms and conditions shall be applicable for purchase of books in the Library of Dr. Ambedkar International Centre, New Delhi with immediate effect.

Rates of Discounts

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Category</th>
<th>% Rate of Discount on Printed Price</th>
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<tbody>
<tr>
<td></td>
<td>Publications of Foreign Origin</td>
<td>Publications of Indian Origin</td>
</tr>
<tr>
<td>1.</td>
<td>English Medium Publications</td>
<td>20</td>
</tr>
<tr>
<td>2.</td>
<td>English Medium Publications: Published more than 3 years ago</td>
<td>30</td>
</tr>
<tr>
<td>3.</td>
<td>Multivolume English Medium Publications</td>
<td>20</td>
</tr>
<tr>
<td>4.</td>
<td>Publication in other (than English) foreign languages</td>
<td>20</td>
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<tr>
<td>5.</td>
<td>Hindi Medium Publications</td>
<td>20</td>
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<tr>
<td>6.</td>
<td>Publications in other (than Hindi) Indian languages</td>
<td>20</td>
</tr>
<tr>
<td>7.</td>
<td>Reference Sources</td>
<td>20</td>
</tr>
<tr>
<td>8.</td>
<td>Reprint Editions/ Low Priced Publications</td>
<td>20</td>
</tr>
<tr>
<td>9.</td>
<td>Remaindered Publications</td>
<td>50</td>
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<tr>
<td>10.</td>
<td>Publications in Electronic Medium</td>
<td>20</td>
</tr>
<tr>
<td>11.</td>
<td>Short/No Discount Titles like Central/State Government Publications and other such publications</td>
<td>20</td>
</tr>
<tr>
<td>12.</td>
<td>Item Procured from abroad against specific orders</td>
<td>20</td>
</tr>
</tbody>
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Terms and Conditions for Booksellers/Publishers/Suppliers/Vendors for Registration with DAIC:

1. Every Bookseller/Publishers/Vendors/Distributor shall have to register with DAIC before undertaking the business in library of DAIC.
2. The bookseller/publishers/vendors/distributor shall submit a copy of their three current years IT return and PAN/TAN number in the prescribed application form along with address proof.
3. In the event of suppliers/distributors not being a publisher, they would provide a list of publisher to whom they represent.
4. All books of foreign origin, priced in foreign currency will be procured on Bank Exchange rates adopted by RBI/SBI bank on IT selling rates on the date of receipt of books along with the bill in triplicate. The vendor shall support the
exchange rates charged in every bill with the copy of the exchange conversion rates issued by the bank.

5. No supplier/distributors/publishers shall have the sole right to supply books/publications. Notwithstanding the discount rates so decided, the DAIC shall have the right to procure book/publications at a higher rate(s) of discount. The DAIC shall have the right to procure books directly from such supplier/distributors/publishers on the terms and conditions decided by the DAIC.

6. The firm order shall be acknowledged and executed up to the specified date failing which it would be deemed to be cancelled.

7. The supplier shall submit the approval memo containing the complete bibliographical details of the document(s) in triplicate. The original approval memo duly recommended be submitted along with the book(s) to the library. One copy of approval memo will be retained (to be given by the supplier) by the recommending authority. The supplier should ensure that name, designation and department of recommending authority are clearly mentioned on the approval memo.

8. All documents including publisher’s invoice, 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 vendors in support of price verification. In no circumstances, the copy of the Books in Print or such bibliographical list reflecting the price of the book will be accepted to the library to support the price verification.

9. The DAIC Librarian’s decision in all the exceptions to these terms and conditions shall be final and binding on all concerned with the approval of competent authority.

10. All legal disputes, if any, shall be settled in Delhi.

Dated:

Director, DAIC

(Signature of Authorised Signatory of the firm with date and stamp)