



# School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Indore By-pass, Bhopal- 462 030

## Library

### Vendor Registration Form (Books)

1.	Advertisement No. and date	
2.	Name of the Firm & Address	
3.	a. Telephone No. b. Mobile No. c. Fax d. E-mail	
4.	Are you a member of Federation of Publishers/ Booksellers Association of India (Please attach a copy of your registration letter)	
5.	Are you a distributor/dealer/stockiest/ exclusive/ preferred agent of the publishers in the area of science and technology? If so please submit the authority letters issued by the publishers.	
6.	a. Your Permanent Income Tax Account No. (PAN) b. Service Tax No.	
7.	Banker's details (A certificate issued by the banker may be attached) a. Bankers Name & Address b. Bank Account No. c. Name of the Account Holder d. Date of the opening e. RTGS f. NEFT	
8.	References of other library of national repute, where you are registered supplier (e.g. other SPAs, IITs, NITs, IIMs, Central Universities, etc.). Please attach documentary proof)	
9.	Do you have direct import license? (Please attach a copy of the same)	
10.	Do you have an account with the foreign reputed publishers for importing books directly through them? (Please furnish documentary proof)	
11.	Please furnish an undertaking on your company's letter head that you have not been debarred from any organization in the last three years for supply of books.	
12.	Experience in the field of supplying books. (Please mention number of years)	
13.	Are you able to procure books including government and society publications from abroad against a specific order and the period taken for such imports?	

14.	Annual turnover of the firm with documentary evidence for the last three financial years.	
15.	Will you be able to supply books within a period of two months from the date of issue of the order?	

**Declarations:**

I/We ..... (Name of the partners/ proprietors) do hereby declare that the entries made in this application from are true to the best of my/our knowledge and that I/We shall be bound by the acts of the duly constituted authority.

Mr. .... Designation ..... Whose signatures are given below is an authorized representative of the firm.

I/We also undertake the responsibility to communicate all subsequent changes in the constitution of working of the firms, affecting the accuracy of the facts stated above.

I/We also agree to the terms and conditions for supply of the books to SPA Bhopal.

Place:

Authorized Signatory

Date:

Firms' Seal