


जीवाजी विश्वविद्यालय, ग्वालियर
पुस्तकें प्रदाय हेतु पुस्तक विक्रेताओं के पंजीयन बावत् विज्ञापन

जीवाजी विश्वविद्यालय, ग्वालियर की विभिन्न अध्ययनशालाओं, स्ववित्तीय पाठयक्रमों एवं केन्द्रीय ग्रंथालय में पुस्तकें आपूर्ति/प्रदाय करने हेतु रजिस्टर्ड पुस्तक विक्रेताओं (प्रकाशक, बुकसेलर, एवं बुक सप्लायर) से भारतीय /विदेशी मुद्रा में प्रकाशित पुस्तकें एवं शासकीय प्रकाशनों की पुस्तकें विश्वविद्यालय द्वारा अनुमोदित छूट दरों एवं शर्तों पर पुस्तकें प्रदाय करने के लिए इच्छुक फर्मों से फर्म पंजीयन हेतु आवेदन आमंत्रित हैं। आवेदन पत्र का प्रारूप एवं विस्तृत जानकारी विश्वविद्यालय की वेबसाईट www.jiwaji.edu से डाउनलोड कर सकते हैं। पंजीयन शुल्क एवं धरोहर राशि के अतिरिक्त डाउनलोडेड आवेदन पत्र का शुल्क रु 1000/- का बैंक ड्राफ्ट कुलसचिव जीवाजी विश्वविद्यालय के नाम संलग्न किया जाय। पुस्तक विक्रेता को आवेदन पत्र के साथ माँगे गये दस्तावेजों की सत्यापित प्रति संलग्न करना अनिवार्य है। आवेदन पत्र का लिफाफा कुलसचिव जीवाजी विश्वविद्यालय, ग्वालियर म.प्र. के नाम स्पीड पोस्ट/रजिस्टर्ड पोस्ट द्वारा दिनांक 20 अगस्त 2015 सांय 5 बजे तक अवश्य पहुँच जाना चाहिए। लिफाफे पर पुस्तकें प्रदाय हेतु पंजीयन बावत् आवेदन लिखना अनिवार्य है।


कुलसचिव



Jiwaji University, Gwalior

NAAC Accredited Grade "A"

Cost of Form Rs.1000/=

Gwalior 474011

(Application Form for Registration of book vendor (Publishers, book sellers & book suppliers))

(Please read the terms and conditions carefully before filling the form)

1. Name of Firm. -----
2. (A) Registration No. of Federation of Publishers and Booksellers Association of India -----
(Please enclose a copy of the Registration Certificate.)
(B) Firm's VAT/CST/TIN No. _____
3. Name of the Proprietor-----
4. Name of Partner (if any) -----
5. Date of Establishment of Firm. -----
6. PAN of the Firm -----
7. Address -----
8. Phone No -----Fax No-----
9. Cell No. of Contact person/s _____
10. E-mail address _____
11. Website (if any) -----
12. List of reputed clients among the institutions of higher learning like Universities, IITs, IIMs, NITs, etc where you have served as a book vendor. The copies of the satisfactory performance certificate from at least 3 such institutes be attached

(a)-----

(b)-----

(c)-----

Signature of Partners Proprietors with seal

Date: -----

Place -----

13. Whether the firm is income tax payer ----- (specify Yes or No)?
if yes, please enclose a copy of income tax clearance
certificate of last three consecutive years.

14. Year wise turnover of the firm during of last three consecutive years.

S. No.	Financial Year	Turnover in Rupees
1		
2		
3		

15. Details of a DD of Rs.1000/- (Rupees One Thousand only) as cost of Registration Form (Non refundable) issued in the name of the Registrar, Jiwaji University payable at Gwalior

- (a) Demand Draft No -----
 (b) Date of issue -----
 (c) Name of bank-----
 (d) Branch Name-----

16. Details of a DD of Rs.20, 000/- (Rupees twenty Thousand only) as cost of Security deposit (Refundable) issued in the name of the Registrar, Jiwaji University payable at Gwalior.

- (a) Demand Draft No -----
 (b) Date of issue -----
 (c) Name of bank-----
 (d) Branch Name-----

 Signature of Partners Proprietors with seal

Date: -----

Place -----

17. Registration / Renewal Fees – Rs.2000/--(Rupees two thousand only, Non Refundable)

(a) Demand Draft No -----

(b) Date of issue -----

(c) Name of bank-----

(d) Branch Name-----

Terms and Conditions

1. Registration Form should be accompanied with a DD of Rs. 1000/- (Rupee One Thousand only) Non refundable as cost of form and should be drawn from any nationalized bank favoring the Registrar, Jiwaji University payable at Gwalior.
2. The applicants as book vendor to the University shall have to attach a Demand Draft for the Rs. Twenty Thousand only (Rs.20, 000/-) refundable in favor of Registrar, Jiwaji University payable at Gwalior as security deposit. The security deposit shall be refunded to the vendor after completion of Registration period. The DD must be attached with the Registration form otherwise the form shall be rejected.
3. The Period of Registration will be for one year from the date of registration and all registered firms have to renew their registration every year .The initial registration fees and renewal fees will be Rs. 2000/-. The D.D. of registration fees Rs.2000/- in favor of the Registrar, Jiwaji University payable at Gwalior (Non Refundable) should be accompanied with registration form.
4. The Registered vendors shall make supply of all books to the University offering a uniform discount as below.

S.No.	Books Category (National and International)	% Discount on purchase of	
		Up to three books	More than three books
1.0	(A) published during 2013-16 (new books) (Financial Year 2015-16)	20	25

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Date: -----

Place -----

	(B) published during 2010-12 (Financial Year 2015-16)	35	45
	(C) published during 2005-09 (Financial Year 2015-16)	45	55
1.1	Self publication (New books) (Financial Year 2015-16)	30	35
1.2	Government Publication	10	

Paper backs of new edition of new books (category) 1(A) of high standard should be purchased. By 'new books' is to be understood as follows: If books are being purchased in financial year 2015-16 then books published in the duration 2013-16 should only be considered to fall in category 1(A). Similarly only the books published during 2014-17 will qualify for purchases to be made in Financial Year 2016-17 and so on. For the purchase of books of category 1(B) and 1(C) duration of publication will be as follows:

Category	Financial year of purchase	Books published during years	Remark
1.(B)	2015-16	2010-12	} Very important and absolutely necessary books can be purchased after staff council's recommendation.
	2016-17	2011-13	
	2017-18	2012-14	
1.(C)	2015-16	2005-09	
	2016-17	2006-10	
	2017-18	2007-11	

If a certain book is absolutely essential from teachers/research point of view and it is not being possible to buy it on the rates of discount as shown in 1(A), 1(B), 1(C), 1.1 and

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Place -----

1.2 above then the same may be bought on certified available discount upon staff council's recommendations and on Hon'ble VC's approval.

5. Unless specified, latest editions only shall have to be supplied.
6. Publisher's price only will be charge and its proof shall be attached with the Bill.
7. Only Good Office Committee (G.O.C.) conversion rates should be followed for foreign books.
8. The vendor shall attach proof that he had supplied the books above Rs.20 Lac per year to the different institutions of higher learning during last three years.
9. The vendor shall attach proof of up-to-date tax clearance certificate of last three consecutive years.
10. Delivery schedule of books.
 - (a) Maximum of twenty (20) days for Indian books with a maximum of ten & fifteen days extension limits at the hands of the Librarian /Heads/Coordinators, concern School of studies.
 - (b) Maximum of Thirty (30) days for foreign books with a maximum of ten & fifteen days extension limits at the hands of the Librarian /Heads/Coordinators, concern School of studies.
 - (c) The cost of packing, freight charges, loading, unloading etc. at the ends is inclusive and shall be borne by book vendor.
 - (d) If a book is not available with the publisher or distributor and he is unable to supply the same in the stipulated period, the vendor will inform the Librarian within a week after receiving the purchase order. After that University will be free to purchase the book from any other source. In all cases, the limit of such a request shall not exceed more than 15% of the total supply order.
11. The vendor shall append the declaration on the bill that:

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Date: -----

Place -----

- (a) Only original/latest editions of the books have been supplied
- (b) The actual price of the publishers has been charged.
- (c) The Indian /low priced editions of these publications (if foreign) are not available in India
- (d) The books are not remaindered titles.
12. Affidavit shall be attached by the vendor for not having been black listed by any institution during last three years.
13. The vendor shall have to enter into an agreement with the University for the supply of books as per above terms and conditions along with the other terms and conditions which the University shall deem suitable.
14. In the event of deviation on any of the aforementioned counts, the University shall be free to cancel of registration and /or black list the vendor and it will also result in the forfeiture of the security deposit of the vendor.
15. Jiwaji University, Gwalior (M.P.) does not bind itself to add any of the vendor in its Registered list.
16. Jiwaji University, Gwalior (M.P.) reserves the right to recommend or reject any or all application(S), whose decision will be final in all cases in respect of acceptance /rejection /arbitration.
17. In case of any legal dispute the jurisdiction shall be for Gwalior only.
18. In case there is any dispute over terms and conditions of above 17 points the decision of Registrar, Jiwaji University, Gwalior will be final.

DECLARATION

Signature of Partners Proprietors with seal

Date: -----

Place -----

I/We do here by declare that all entries made in this application form are true to the best of my/our knowledge and belief. Further the above 18 terms and conditions are acceptable to me/us in letter and spirit.

Instructions to Book Vendors:

1. Please go through the terms and condition for supply of books to the Jiwaji University, Gwalior, before filling the application form.
2. Interested book vendor should submit application in envelope super-scribing "Application for Registration of book vendor for supply of books to Central Library as well as School of studies Libraries of Jiwaji University, Gwalior (M.P.)
3. The application should be signed by authorized person on every page with full name, designation and official seal of the agency /firm.
4. Incomplete application forms, application forms not filled properly or received after the due date will not be entertained
5. At any point of time if any of a documents furnished by the book vendor is found to be false it would be deemed as breach of term of contract and the firm shall be liable for legal action besides termination of Registration and or forfeiture of security deposit.
6. The decision of the University in this regard shall be final and binding on the vendors.

Signature of Partners Proprietors with seal

Date: -----

Place -----