

APPLICATION FORM

**(For Registration / Empanelment of Vendors for Supply of
Print / Non-Print Documents to Knowledge Resource Centre, FDDI Hyderabad)**

Note - 1. Please read the Instructions, Discount Policy, Terms & Conditions, etc., carefully before filling in this Form.
2. Strike off whichever is not applicable

1. Name of the Firm	:				
2. Address(s) of Head Office & Branches	:				
3. Telephone No. Mobile No.	:				
4. E-mail Address	:				
5. Fax No.	:				
6. Website Address	:				
7. Kind of Proprietorship (Please <input type="checkbox"/>)	:	(i) Partners	<input type="checkbox"/>	(ii) Single	<input type="checkbox"/>
(i) Name and address of Director /Managing Director / Proprietor(s)	:	Name: Address:			
(ii) If a partnership, then the name and address of the partner(s)	:	Name: Address:			

8. Please tick mark and provide documentary proof of your membership in any of the following associations: (Please ☐)

- ☐ Good Offices Committee (GOC)
☐ Federation of Publishers' and Booksellers' Association of India (FPBAI)
☐ Any other State/National Association(s) of book suppliers
☐ Kindly specify the Name of the Association:

9. Are you a Distributor/Dealer/Stockist/Exclusive/Preferred Agent of any publisher? (Please ☐)

- ☐ YES ☐ NO

(If Yes, please attach copies of the authority letters issued by the publishers along with the details of your Distributorship/Dealership/Stockiest/Exclusive/Preferred Agents.)

10.

Year of Starting of the Firm with
 Registration Number and Date
 PAN/TAN No.

11.

12. Please provide details of your
 firm's Sales Tax Registration
 No.

(Attach the copies of GST, CST Certificate)

13. Do you have a Direct Import
 License (Please ☐)

(If YES, please attach a copy of the same)

14. DD No., Date & Amount

(Vendor Registration Fee of Rs-5,000.00/-)

15. Bank Details (A certificate issued by the bank may be attached)

i. Name of the Bank :

ii. Address :

iii. Name of the Account Holder :

iv. Bank Account No. :

v. IFSC code :

vi. MICR code :

vii. Date of Opening of Account :

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- viii.** Type of Account :
(Savings/Current)
- 16.** Do you AGREE with FDDI
Hyderabad Book Discount Policy : ☐ YES ☐ NO
(Please ☐)
- 17.** Is the firm an Income Tax Payee? If so, please attach one copy of each of the Income Tax returns for the last three consecutive years and also a copy of the PAN card of the partners/owners.
- 18.** Minimum Three (03) references of the Libraries of reputed Institute/Organization(s) with whom you are already registered/ supplied such as Institute of National Importance, Government Established Research Laboratories (IITs, IISc, NITs, IIMs, CSIR Labs, JNU, ICMR, PSUs, MNCs NIFT, NID), if not been able to submit so, the proper justification to be submitted and the decisions of the committee for inclusion of the name will be considered to be final.
- 19.** Please provide details of the firm's Annual Turnover for the last three consecutive years with Documentary evidence.
- 20.** Please provide an affidavit undertaking on a non-judicial stamp paper of Rs. 100/- for declaration not having been black-listed for the previous Three (03) years by any of the Institutes/Universities/Government organizations/PSUs/MNCs in India.

DECLARATION(s)

1. I/We _____ (name of Partner/Proprietor/Shareholder(s)) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I/We also hereby declare that all matters related to FDDI Hyderabad shall be treated as confidential and no information shall be passed on to any unauthorized person without the Competent Authority's written permission.
3. Mr./Mrs. _____ whose signatures are given below, is an Authorized Representative(s) of this firm.
4. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, bank details, etc., affecting the accuracy of the facts stated above.
5. I/We assure you that if empanelled, the firm will serve the Institute for a period of Three years.
6. I/We have read and understood the Terms and Conditions, Discount Policy of FDDI Hyderabad as mentioned in the document and consciously agree to abide by them.

Signature of Partners/Proprietors	:	_____
Date & Place	:	_____
Signature of the representative of the firm (with Firm's Seal & Contact Number)	:	_____
Authorized Signature of Vendor/Supplier with Stamp	:	_____
Date & Place	:	_____

Check List for the Vendor Registration

(The attached documents must be arranged in the following order)

- i.** Demand Draft of Rs.-2,000.00/- (TwoThousand Only) in favour of the FDDI, payable at Hyderabad as the Vendor Registration Fee.
- ii.** Application Form.
- iii.** Signed Copy of Instructions (Annexure-I), Print/Non-Print Documents Discount Policy (Annexure-II), Terms & Conditions (Annexure-III).
- iv.** Government e-Marketplace (GeM) portal registration certificate.(If any)
- v.** ITR of last Three (03) Financial Years – (FY 2022-23, 2023-24, 2024-25).
- vi.** Please provide details of the annual turnover of the firm for the last three consecutive years with documentary evidence.
- vii.** Details of your firm's Goods and Services Tax Number, along with a copy of the GST Certificate.
- viii.** The copy of the PAN Card.
- ix.** Audited copy of the firm's annual balance sheet for the last three financial years.
- x.** Copy of Import Licence.
- xi.** Certificate issued by the bank regarding bank details.
- xii.** Most recent authority letters issued by the publishers stating you as a Distributor/Dealer/Stockist/ Exclusive/Preferred Agent in the area of Science and Technology.
- xiii.** Copy of your Registration Letter of Publishers/Distributors/Vendors, preferably be a member of a registered National/State Bookseller's and Publisher's Association/Other Registered Federations.
- xiv.** Documentary proof of at least three (03) reputed foreign publishers for importing books directly from them.
- xv.** Three (03) references of the Libraries of reputed Institute/Organization(s) with whom you are already registered, such as Institute of National Importance, Government Established Research Laboratories (IITs, IISc, NITs, IIMs, CSIR Labs, JNU, ICMR, PSUs, MNCs, NIFT, NID).
- xvi.** List of Libraries serviced by the Vendor/Distributor/Supplier(s) with at least three (03) copies of the Purchase Orders (03) placed by any reputed Libraries.
- xvii.** **Please provide an affidavit undertaking on a non-judicial stamp paper of Rs. 500/- for declaration not having been black-listed for three (03) years.**