

## VENDOR REGISTRATION AGREEMENT FOR SUPPLY OF BOOKS

This vendor registration agreement for supply of library books executed on \_\_\_\_  
\_\_\_\_\_ 2018 between the **Principal/Dean, Faculty of Architecture, Dr. A.P.J. Abdul Kalam  
Technical University, Tagore Marg Campus, Lucknow- 226007 (U.P.)** (hereinafter referred as FOA,  
AKTU, Lucknow) on the first part.

AND

M/s

\_\_\_\_\_  
\_\_\_\_\_ (hereinafter referred  
as the vendor) on the second part.

Whereas FOA, AKTU, Lucknow invited the vendor to participate in the vendor registration/Empanelment process through E-tender and the vendor will be shortlisted by FOA, AKTU, Lucknow to supply books for a period of two years (or as decided by FOA, AKTU, Lucknow) **w.e.f. 1<sup>st</sup> April, 2018** and whereas the vendor has agreed as per the terms and conditions mentioned below.

Now it is hereby agreed and cleared by both the parties here to as follow: -

1. The vendor should be **member of any professional body**/association such as the Federation of Publishers and Booksellers Association in India (FPBAI).
2. The vendor should have a **PAN and GST No.**
3. The vendor should have a minimum of **3 years' ITR certificates.**
4. The vendor should have a minimum of **3 years' experience** in dealing with reputed academic/ research/ university library.
5. Vendor should supply the selected books within a period of two months, failing which order will be given to another vendor. If any empaneled vendor often fails to supply the reading material within the given time, or fails to **supply 80% ordered books**, procedure to debar the vendor may be initiated.
6. Vendor should give maximum discount on published price for all books in English/ Hindi of Indian and foreign origin and in **no case less than 20% discount** is permissible.
7. Only Government/Learned Society publications shall be allowed to purchase at no discount. No discount title(s) shall also be allowed to be supplied at no discount price. A separate certificate to this effect should be appended with the bill.

8. Vendor will have to supply foreign/Indian Society publications, government publications and no discount titles whenever required.
9. Vendor will have to submit the bills of foreign books in original currency and converted to Indian rupees and it will be paid at the Good Office Committee (GOC) **exchange rate** as applicable to the date of order.
10. The vendor must submit publisher's/distributor's/dealer's price catalogue/invoice copy as a price proof duly certified and stamped for the books supplied by him along with the bill.
11. The cost of packing, freight charges, loading, unloading etc. at both the ends is inclusive and shall be borne by book vendors.
12. Incomplete or wrong information furnished, may debar a vendor for supply of books.
13. The Library Committee reserves the right to recommend or reject any or all the book suppliers. The decision of the Principal/Dean, FOA, AKTU, Lucknow on the advice of the Library Committee will be final in all cases in respect of acceptance/ rejection/ arbitration and no explanation will be given.
14. The publications supplied should be in good condition.
15. Unless otherwise mentioned, only the latest edition of the publications will be accepted and they must be in good condition without any defects.
16. Invoice(s) are to be submitted in duplicate (2 copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory.
17. Invoice(s) are to be addressed in the name of The Principal/Dean, Faculty of Architecture, Dr. A.P.J. Abdul Kalam Technical University, Tagore Marg Campus, Lucknow, Pin-226007 and submitted to the Library.
18. All entries in the Invoice(s) should be typed or neatly hand written in the format acceptable to the library.
19. All matter of dispute will be subject to legal jurisdiction of the courts at Lucknow only.
20. The prices have been correctly charged in accordance with the publishers' invoice and publisher catalogue.
21. Short listing of vendors will be done by the Library Committee for a period of two consecutive financial years initially and that can be extendable for one more year.
22. Only short listed vendors have to deposit interest free security money of **Rs. 1,00,000/-** (Rupees One Lac Only) (DD/Pay Order in favour of Principal/Dean, FOA, AKTU,

Lucknow) till the end of the supply period as decided by FOA, AKTU, Lucknow. This will be refunded to the vendor through their bank account (as recorded with the institute) only after the completion of period or dissolution of this empanelment from whatsoever reason may be.

23. Institute **does not assure any business guarantee**. The vendor is not allowed for any business claim.
24. The registered vendor is free to withdraw permanently at any point of time during the registration period by submitting a request well in advance and claim the interest free security deposit. But, Institute may blacklist such vendors to entertain in future registration process.
25. Institute reserves the rights to cancel the total registration process or reject any vendor at any point of time during the registration period without assigning any reason.
26. No personal book promotion / book exhibition is allowed for registered vendor without prior permission of library.
27. FOA, AKTU, Lucknow is free to deal directly with the publisher for any type of resources if required.

**Declarations:**

I/We ..... (Name of the partners/ proprietors) do hereby declare that I/we have gone through all the “**Terms & Conditions**” mentioned above and agreed to abide by the same for supply of books to FOA, AKTU, Lucknow.

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

Place:

Authorized Signatory

Date:

Firm’s Seal