

PRO FORMA**Pro forma for empanelment for supplying books to Central Secretariat Library****Complex (CSL) during the Financial Years 2009-10 and 2010-11.**

1. Name of the Firm : _____
2. Year of Establishment : _____
3. Address of the Firm
 - (a) Premises Address : _____

 - (b) Permanent Address : _____

4. Name of the Proprietor/ : _____
Contact Person (with Designation)
5. Landline Number : _____
6. Fax Number (if any) : _____
7. Mobile Number : _____
8. PAN Number : _____
9. Current Membership No. (DSBPA/FIPBA) : _____
10. Membership of any other registered
trade agency/organization : _____
11. Annual turnover : _____

12. General Subject Dealt : _____

13. Name of the major libraries where
supplying books : _____

14. Whether you are Importer or not? : Yes No

(If yes then Name and Address of the Publishers) : _____

(Authorized Signatory)

(Stamp)

Terms & Conditions to supply books in CSL

1. The book suppliers have to submit a copy of the last income tax return certificate at the time of registration/short listing as the library supplier.
2. A photocopy of current year membership certificate of any publisher and book suppliers association or federation and a photocopy of PAN Card must be attached.
3. Book suppliers have to attach documentary evidence i.e. a copy of original publisher's invoice duly signed by them for the price(s) proof in case of foreign publications where price of the book(s) not printed. No other documents such as copy of Books in Print, Printed Catalogues price list, price proof issued by the local book suppliers or distributor will be entertained.
4. Book suppliers will have to type the approval memo in double space and consist of the details viz. Serial Number, Author, Title, Publisher, Date of Publication, Price along with the softcopy of the list.
5. The books on approval may be accepted on first come first basis and the unapproved books are to be taken back by the agencies within fortnight from the date of scheduled CDC meeting.
6. Book suppliers will have to provide 10% library discount on English books and 15% discount on Hindi and Regional language books.
7. The rates of foreign currencies may be exchanged into Indian rupees as per the exchange rates given in the daily newspapers such as Economic Times and Financial Express under the TT selling column. This exchange rate will be of the date on which the meeting was held.

8. Book suppliers can get the information of CDC meeting date and time from the website of Ministry of Culture having site address <http://www.indiaculture.nic.in>. or in telephone.
9. Any book suppliers found blacklisted by any Government of India institution within a period of last three years would not be entertained by the library for empanelment. An undertaking in respect of this should be submitted to the Director, CSL that the book suppliers are not blacklisted by any government institutions in the last 3 years. Director, CSL reserves the right to cancel the order or return the books at any stage, if the information does not found correct. No claim of the book suppliers will be accepted in this regard.
10. Book suppliers of repute and clean image may only submit the books on approval within the stipulated time conveyed by the library
11. The book suppliers are expected to provide books for approval at least for a period of one month. They should be able to provide books from reputed publishers such as Sage, Cambridge University Press, Oxford University Press, Manohar Publication, etc.
12. Books reviewed in Times Literary Supplement, Biblio, The Book Review, The Economical Political Weekly and other prominent Social Science / Humanities periodicals are to be supplied on approval basis.
13. The book suppliers should be able to procure books from abroad on specific request within a period of four weeks.
14. Multivolume reference books published in India and abroad are to be avoided.
This type of multivolume reference works can be supplied on request

CSL will make every effort to conduct four meetings in a year on quarterly basis, how ever; it may vary depending upon the unavoidable circumstances.

I agree to abide by the above terms & conditions.

(Authorized Signatory)

(Stamp)