

(APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)

To,
The Registrar,
Visvesvaraya Technological University
"Jnana Sangama" Belagavi-590018
Karnataka, India.

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to Visvesvaraya Technological University, please find our duly filled application along with application fee and security deposit and relevant documents.

1. Name of the Firm

2. Address

3. Contact No.

4. Web-site (if any) _____ Mobile No. of contact
person(s) _____

5. E-mail
address _____ @ _____

6. Date of Establishment of Firm

7. Name of the Proprietor/Director

8. Name of Partner (if any)

9. Registration No. of FPBAI/DSBPA, etc.

(Please enclose a copy of the Registration Certificate)

10. Your Permanent Account No.:

(Attach Copy of PAN No.)

11. Do you have direct import license.

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

12. Have you satisfactorily supplied books to any 3 Government Universities/Central/State in last financial year. The copies of the purchase order(s) and satisfactory performance certificate(s) should be attached.

- a)
- b)
- c)

13. Applicant Supplier must have a minimum Turnover of Rs. 200 Lakhs (Rupees Two Crore only) in last Financial Year, 2025-26 (please attach Certificate issued by Chartered Accountant).

14. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):

(a) 2025-26:

(b) 2024-25:

(c) 2023-24:

Total:

Average:

15. Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) consecutive years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.

16. Order copy and satisfactory supply certificate of a single highest value order for supply of print books to any Central/State University in last F.Y. (2025-26) should be attached.

17. Are you a distributor / dealer / stockiest/ exclusive/ preferred agent of any publisher(s)? If so, please submit the most recent authority letters issued by the publisher(s).

18. Details of a DD of Rs. 10,000/- (Rupees Ten Thousand Only) plus 18% GST as application fee of empanelment (non-refundable) drawn from any nationalized bank favoring "Finance Officer, Visvesvaraya Technological University , Belagavi " payable at "Belagavi"

Demand Draft Details

a) Demand Draft No. _____

b) Date _____

c) For Rs. _____

d) Drawn on _____

19. Details of Demand Draft of Rs. 3,00,000/= (Rupees Three Lakh only) as security deposit (refundable) drawn from any nationalized Bank favouring "Finance Officer, Visvesvaraya Technological University , Belagavi " payable at "Belagavi"

Demand Draft Details

a) Demand Draft No. _____

b) Date _____

c) For Rs. _____

d) Drawn on _____

20. Has your firm ever been debarred/ blacklisted for doing business from any government organization? (Please furnish an affidavit raised on non – judicial stamp paper of Rs. 100/- (Rupees hundred only) claiming for not being ever debarred / blacklisted).

DECLARATION

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

Signature of Partners/Proprietors with seal

Date: _____

Place: _____

INSTRUCTIONS TO BOOK SUPPLIERS

1. Please go through the Eligibility Criteria for Empanelment for supply of printed books to the VTU's SSGBCLIC Library before filling the application form.
2. Interested book suppliers/distributors/vendors should submit application in envelope super-scribing "Application for Empanelment of book suppliers for supply of printed books to the VTU Library".
3. Application will be addressed to "The Registrar, Visvesvaraya Technological University, 'Jnana Sangama' Belagavi-590018 Karnataka". The sealed cover should reach in the University by any mode, i.e. Speed Post or Registered Post or Courier or by Hand, by the specified date and time.
4. The application should be signed by authorized person on every page with official seal of the agency/firm.
5. Incomplete application form, application form not filled properly or received after the due date and time will not be entertained.
6. At any point of time if any of a documents furnished by the book supplier 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 empanelment and forfeiture of security deposit.

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