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**APPLICATION FORM FOR REGISTRATION OF VENDORS**

**(Providing all information is compulsory)**

1. Name of the firm :

2. Address :

a) Regd. /Head office :

b) Branch / Sales Office :

c) Godown :

d) Factory / Workshop :

3. Office Branch Godown Factory

a) Telegraphic Address :

b) Telephone No./ Nos. :

c) Mobile Nos. :

d) Fax No. /Nos. :

e) E-Mail Address :

4. Jurisdiction of Police Station under which the Premises fall:

5. Registration is sought as:

TRADER/STOCKIST/SUPPLIER/DEALER/DISTRIBUTOR/ASSEMBLERS/ MANUFACTURER/FABRICATOR/SERVICE CONTRACTOR

6. (a) Stores for which registration is sought. : Supply of Books in Library

(b) Details of Distributor /Dealership of Articles normally stocked & The extent of such stocks indication separately imported Articles (Types of stores), Indigenous & stocked Articles with Name of the Mfrs. & Types of stores (if Applicable) :

7. Letter of authority from Manufacturers as sole Distributor/Dealer with details of distributorship/dealership, if applicable.

8. Kind of ownership :

a) If a limited concern, Name & :

 Addresses of Directors & Managing Director

b) If single owner, Name & Address :

 of the Proprietor & Manager if any

c) If partnership, Name & Addresses :

 of Partners

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9. Is your firm registered under?

a) The Indian companies Act, 1956 as amended

 (Attach copy of Memorandum & articles and Association)

b) The Indian Partnership Act, 1932 as amended

 (Attach Statement in register of firms showing names of partners)

c) Indian Factories Act, 1950 (registration No. & Date to be given)

d) Any other Act

10. For any further information, person (s) to be contacted

 with Name, Designation Phone (O), (R) & Address

11. Sales Tax registration No.

 (Attach copies of GST, CST certificates)

12. Income Tax Registration No. Date

 (attach latest income Tax clearance Certificate)

13. References of Defence /DRDOLAB/DGS&D/

 Govt. Dept. with Whom you are already registered,

 with documentary evidence

14. Bankers Name, Address, A/c No.

15. Are you providing after sale services? If so, indicate

(a) Warranty Period

(b) Scope of Warranty

16. List of Principal customers with addresses

 (With special reference to Defence Contracts with proof)

17. Brief Description of the Organization

 (i.e. History, total area, Present Set-up,

 Future expansion plans, Deptts., Labs, etc.)

18. Details of Managerial & technical Personnel

a) Total no. of employees, Administrative, Technical

QC inspectors, Skilled- unskilled personnel

b) The min. requirements, experience & qualification

laid down for Quality control manager, supervisors & inspection staff

c) Is any member of your staff a foreigner?

If yes, give details

d) Training programme of staff.

19. Type of industry: small/Medium / Large Scale industry

a) In case Small Scale Industry, registration No.

& Date with the Director of industries with proof

b) In case or medium scale/Large scale industry, Factory

number allotted by the Director General of Technical Development.

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20. Year of commencement of manufacture stores

at Sl. No.6

21. Manufacturing capacity as approved by Government

(Indicate Industrial License No. & Date, Product

& Quantity licensed) and Annual Turnover for last 3 years

(Indicate company’s financial year & give estimated value for current year)

22. Electric Power: Sanctioned Installed Utilized

23. Whether adequate facilities are available for water supply, Fire fighting,

Security and If so give details

24. Is environment clearance obtained & from which authority (if applicable)

25. Details of stores under production or development

(a) Brief details of products manufactured indicating

S.No. Type, Description, Annual production for last three years

(b) Present monthly productions (give no of daily shifts)

(c) Spare capacity available

(d) Product under development

(e) Future plan for development

(f) Basic research programme in hand

26. Has your product been tested by any agency? If so, indicate details

(Copies of quality approval/test certificate /test reports may be enclosed in duplicate)

27. Whether firm is ISO certified or having any other certification?

 If so, mention the standards.

28. Foreign collaboration if any:

(Indicate product, name & Address of the Collaborator,

Year of collaboration, whether current or not.)

29. Raw materials:

Indicate requirements, period for which reserve stock of raw material is held, sources of procurement, percentage of indigenous/imported raw materials. If imported raw materials are used, please indicate Brief Description, Estimated CIF Value, % of FE contents in finished product.

30. Details of items for which patent rights of the firm exist.

31. Details of plants & Machinery, indicating description, Make, Rating & Quantity.

32. Details of laboratory & Drawing office facilities.

33. Inward goods inspection & quality control

of raw materials / bought out items.

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a) Available test equipment and facilities in the factory indication

description, Make, Rating & Quantity

b) Assistance from external agencies

1) Description of the Test

2) Name of the agency carrying out the test.

34. Details of test facilities by way of equipment/ instruments held by you

35. Inspection and quality control of finished products

a) Available test equipment & facilities in the factory.

b) Assistance from external agencies

36. Future plans:

a) Expansion programme

b) Installation of new machinery

c) Additional test facilities

d) Any other information you would like to furnish

DECLARATION

1. We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of partners/proprietors or share- holders) 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. We also hereby declare that all materials related to DRDO shall be treated as CONFIDENTIAL and no information shall be passed on to any unauthorized person without written permission of the Director of the Lab/Estt.

3. We also undertake the responsibility to inform all subsequent changes in the constitution OR working of firm, affecting the accuracy of the answers now given will be promptly communicated to your lab/ Estt.

4. Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ whose signatures are given below is an authorized representative of this firm.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Specimen signatures of firm’s authorized representative)

Place : SIGNATURE OF AUTHORISED SIGNATORY

Date : (WITH FIRM’S SEAL)

Special Terms & Conditions

**Registration of Book Supply Vendors for**

**INMAS Library, Delhi**

**(2023 – 2025)**

INMAS, Brig SK Mazumdar Road,

Timarpur, Delhi-110054

**SPECIAL TERMS AND CONDITIONS**

1. Receipt of the books supply order must be acknowledged by the supplier within a week of its receipt.
2. The Supply order shall remain valid for three months from its date, however in special cases period can be extended up to six months against request.
3. The publications must be supplied at the earliest to INMAS to maintain efficiency of services.
4. Proof in support of the prices charged i.e. publisher’s invoice/catalogue must also be attached along-with the bill(s) for payment.
5. Conversion rates as prevailing at the time of supply of documents(s) will apply. A certificate should be enclosed along with the bill(s) to this effect.
6. In case postal charges are claimed in the bill(s), postal receipt in support must accompany the bill; otherwise postal charges will not be reimbursed.
7. Unless otherwise mentioned, latest editions of the publications only must be supplied. (Evidence of the currency of the editions issued by the publishers must be supplied along with the bills)
8. The publications supplied should be in good condition without any defects and should not be damaged. Payment will be made only after inspection of the publications by the Officer-in-Charge, Library, INMAS.
9. Enclose a copy of the respective supply order(s) along with bill and clearly indicate the supplied documents(s).
10. Bill(s) is/are to be addressed to: **The Director, INMAS, Brig. SK Mazumdar Road, Delhi-110054.**
11. **The Director, INMAS** reserves all rights to cancel a supply order or part of it at any moment of time without assigning any reason.
12. If your Firm is already registered with any DRDO Lab/Estt kindly inform us in writing and attach proof.
13. The vendor should have supplied at least at 5 similar Govt. Institutions in Delhi (attach 5 recent supply orders).
14. The vendor should have supplied to DRDO Library(ies). (Attach copy of recent supply orders).
15. The Firm will supply attested copy of latest IT Return filed.
16. The Firm will provide Banker’s Address including Account Number Certified by the bank.
17. The Firm will agree in writing to Participate in book exhibitions to be organized 3-4 times in year at INMAS at their own expenses. The INMAS shall not be liable for any loss or damage to their books during exhibition period. The Firm shall display current titles only on Approval basis (sale or return basis).

1. The Firm should agree for a Visit by INMAS Team to their book store/shop/publication house.
2. The firm will charge Bank rates based on RBI/Nationalized Banks duly supported by a copy of certificate from the bank.
3. The firm will try its best to execute the orders 100% and only latest edition of the book requested should be supplied.
4. Supply will be made by the Firm within 8 Weeks time (supply order date) or a 5% Penalty per month shall be imposed in case of delay beyond one month.
5. Wherever, Asian/Indian Edition of ordered books are available; the firm will quote for those editions only and not for the original hardbound editions.
6. The publications supplied should be in good condition without any defects and should not be damaged. Payment will be made only after inspection of the publications.
7. Pre-receipted bills in quadruplicate (4 copies) will be submitted by the firm, the original duly stamped with one rupee revenue stamp in the case the amount exceeds Rs. 500/-. The firm will provide certificates that the prices charged are as per the publisher’s catalogue/invoices/Internet. In case the prices are found to be not in order the firm will take the publication back without any disagreement.
8. The registration is valid for three years i.e. 2023 to 2025, the registration can be extended annually to a maximum of three year till 2025, if the performance of firm is found satisfactory.
9. The registration can be cancelled anytime, if the firm performance is not found satisfactory during the registration period OR if the Firm fails to supply us the requisite books within a reasonable time period.
10. All correspondence including invoices and publications shall be addressed to The Director, INMAS, Brig SK Mazumdar Road, Delhi-110054.
11. The Director, INMAS reserves the right to reject some or all registration form without assigning any reason.
12. EMD: All Book vendors will remit Earnest Money of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Fixed Deposit in favour of **The Director INMAS Delhi** along with documents. Kindly give details of EMD in writing along with submitted papers.
13. Forfeiture of EMD: EMD will be forfeited, if the vendor withdraws or amends or supplies pirated books or derogates from the registration in any respect within the period of validity of his/herregistration.

The vendors are required to comply with above requirements and the vendor(s) should submit their registration form complete inall respects along with other documents by the due date in a separate sealed covers super scribing “Library-Book/Journal Supply Vendors”.

**Officer-in-Charge,**

**TIRC-Library, INMAS**

**For Director**

**Annexure ‘A’**

**Electronic Clearing Service (Credit Clearing) (ECS)**

**(Model Mandate Form)**

(Investor/Customer’s option to receive payments through Credit Clearing Mechanism)

(Scheme Name and the periodicity of payment)

1. INVESTOR/CUSTOMER’S NAME :

1. PARTICULARS OF BANK ACCOUNT

(A) BANK NAME :

(B) BRANCH NAME :

 Address :

 TelephoneNo. :

(C )9-DIGIT CODE NUMBER OF

 THE BANK & BRANCH :

 (Appearing in the MICR Cheque issued by the Bank)

(C1) IFSC CODE OF BANK :

(D) ACCOUNT TYPE :

(S.B. Account/Current Account or

Cash Credit with code 10/11/13)

(E) LEDGER NO./LEDGER FOLIO NO.

(F) ACCOUNT NUMBER :

(as appearing on the cheque book)

(G) Attached document for verification

 of Bank Particulars :

(Please attach a blank cancelled cheque or photocopy of a cheque or front page of your savings bank passbook issued by your bank for verification of the above particulars.