



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A+' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore - 641 043., Tamil Nadu, India

Library
Vendor Registration Form for the supply of Books

I/We _____ the Proprietor(s) Others
(Please specify) _____ of the firm/company submit. The
following particulars of the firm for registration as book suppliers to the
Avinashilingam University Library.

1. Firm's Name _____

Address _____

Telephone 1. _____

2. _____

Email 1. _____

Mobile _____

2. _____

Fax _____

2. Properties' Name _____

Address _____

Telephone 1. _____

2. _____

Email 1. _____

Mobile _____

2. _____

Fax _____

3. Nature of Business : Bookseller Publisher Online Bookstore

Others (Please Specify) _____

4. Type of Establishment : Proprietary Ltd. Company

Others (Please Specify) _____

5. Date of Establishment _____

6. Financial Turnover (Per anum) _____

7. PAN / TAN No. _____

8. Name as given in the PAN Card. _____

9. Memberships of Association etc. (Please give details National/State Level
Professional Associations only).

List of Documents (Self attested) enclosed. (Please give Serial Nos of documents
attached.....)

1. Copy of PAN/TAN Card
2. Copies of Income Tax Return of last three years, if PAN Card is not in the name of the firm.
3. Copy of Registration / Incorporation Certificate of the firm.
4. List of Publishers Represented by the firm, if the firm is a distributor.
5. Copy of membership certificate of Associations etc. (National/State Level Professional associations only).
6. List of Universities and Research Institutions which are regular clients of the firm.
7. Terms and Conditions prescribed by the University, signed by the Proprietor of the firm as a token of acceptance.

UNDERTAKING

I/We undertake that :

1. I/We shall participate actively in the supply of books to the University and agree to the display and sale of latest relevant books at the library of the faculty/department whenever the University Library organizes such event(s).
2. The information given above is correct. Any change in the above information shall be intimated immediately.
3. I/We have carefully read the terms and conditions for registration and supply of books to the Avinashilingam University Library System as amended from time to time and agree to supply books to University on the term and conditions prescribed by the University.
4. I/We shall be liable to action as deemed fit by the University for any misrepresentation or suppression of facts, malpractices if any, adopted by the firm or its employees whenever such acts are noticed.

Signature of the Proprietor

Name

Seal

Date :
Place:

Terms and Conditions for Book Suppliers

- a. All books carry a discount as per the agreed terms
- b. The order should be acknowledged within 7 days from the receipt date of order.
- c. If a book is ordered from abroad, it should be informed to us before sourcing it
- d. The ISBN number and year of edition should necessarily be stated against each title in the Bill
- e. Please supply latest editions. Always supply paperback editions unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Consult us beforehand if you intend to supply hardback editions, if the ordered paperback edition is not available
- f. Damaged books, books with missing pages shall have to be accepted by the supplier on return even if they have been stamped for accessioning
- g. The book should not be sent by V.P.P.
- h. The maximum time limit for supply of book is 60 days
- i. The order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within the mentioned period
- j. You should certify on the Bill that the prices quoted there in are the publisher's current prices. And, enclose the stamped price proof along with the bill
- k. In case of cheating by charging more than actual price, the University can punish by blacklisting the supplier
- l. The Bills should be submitted in triplicate addressed to The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore
- m. The Bill should contain the suppliers TAN No., PAN No., RTGS/NEFT
- n. During the time of submission of bills, the supplier shall append the declaration on the bill, that-
 - a. Only latest editions of the books etc. have been supplied
 - b. The actual prices of publications have been charged without any handling/postage charges
 - c. These are not remaindered titles/damaged books with missing pages. The Indian/Low priced editions of these publications (if foreign) are not available in India

Place :

Date :

Signature of the Proprietor with seal