

Registration Form

(Cost of form: Rs. 500 only)

**Registration of Book Supply Vendors
for
INMAS Library, Delhi
(2020 – 2022)**

INMAS, Brig SK Mazumdar Road,
Timarpur, Delhi-110054

**DEFENCE RESEARCH & DEVELOPMENT ORGANISATION
(DRDO)**

**INSTITUTE OF NUCLEAR MEDICINE AND ALLIED SCIENCES (INMAS)
BRIG. S.K. MAJUMDAR ROAD, TIMARPUR, DELHI-110054**

PHONE: 011- 23905216, FAX NO. 011-23919509

Registration of Book Supply Vendors for INMAS Library

Letter of request seeking Registration as Book supply vendors are invited by the Director, INMAS, R&D Organization, Ministry of Defence, Brig SK Mazumdar Road, Delhi-110054 from reputed Book Supply Vendors in India for Supply of Current S&T and medical books for a maximum period of three year.

Registration form containing all the details and other terms and conditions can be obtained from INMAS Library from 1400 hrs to 1700 hrs on any working day before 1300 hrs of 03rd September 2019 against payment of Rs.500/- through Demand Draft/Pay Order in favour of the **PCDA(R&D), Delhi**. Registration form may also be downloaded from the website of the DRDO What's new (<http://www.drdo.gov.in/>). Registration form downloaded from DRDO website should also be enclosed with Rs.500/- through Demand Draft/Pay Order in favour of the PCDA(R&D), Delhi. Reputed vendors are required to submit completed forms duly superscripted "**Library-Book Supply Vendors**" on the envelope. The last date for completed form submission is 1300 hrs on 03rd October 2019 and opening of completed registration forms is 1400 hrs on 03rd October 2019. The applicants shall also compulsorily participate in a Book exhibition from 10-11 October 2019 at INMAS library. Director, INMAS reserves the right to reject any or all registration forms without assigning any reason whatsoever.

Please affix Company Stamp and your Signature on all pages of registration forms, if you agree to abide to all our terms and conditions and submit the same along registration forms.

**REGISTRATION OF BOOK SUPPLY VENDORS
FOR
INMAS LIBRARY, DELHI**

TERMS AND CONDITIONS

1. Receipt of the 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.

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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 Two days 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).
The applicants shall also compulsorily participate in a Book exhibition from 10-11 October 2019 at INMAS library.
18. The Firm should agree for a Visit by INMAS Team to their book store/shop/publication house.
19. The firm will charge Bank rates based on RBI/Nationalized Banks duly supported by a copy of certificate from the bank.
20. The firm will try its best to execute the orders 100% and only latest edition of the book requested should be supplied.
21. 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.
22. Wherever, Asian/Indian Edition of ordered books are available; the firm will quote for those editions only and not for the original hardbound editions.
23. 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.

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24. 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.
25. The registration is valid for three years i.e. 2020 to 2022, the registration can be extended annually to a maximum of three year till 2022, if the performance of firm is found satisfactory.
26. 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.
27. All correspondence including invoices and publications shall be addressed to **The Director, INMAS, Brig SK Mazumdar Road, Delhi-110054.**
28. The Director, INMAS reserves the right to reject some or all registration form without assigning any reason.
29. EMD: All vendors will remit Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of demand draft in favour of **The Director INMAS Delhi** along with documents. Kindly give details of EMD in writing along with submitted papers.
30. 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/her registration.

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

**Officer-in-Charge,
INMAS Library
For Director**

Please affix Company Stamp and your Signature on all pages of registration forms, if you agree to abide to all our terms and conditions and submit the same along registration forms.

Annexure 'A'

1. Name :
2. Complete Address :
3. Contact person(s) with telephone numbers and address:
4. PAN No. :
5. TIN/GST No. :
6. Experience in Library book supply ion any of DRDO Labs. In India or Organization of repute (Medical Institute, IITs, Universities & research institutions only) during last five years:
 - (a) Name of the Library :
 - (b) Approx. Value of Order per year:
7. Annual turnover :
8. I/We agree fully with all the terms and conditions mentioned in the registration form.

Note: Please attach certificates/photocopies for proofs for all the above.

Signature of the Firm Authority with
Seal

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Annexure 'B'

**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 :

2. PARTICULARS OF BANK ACCOUNT

(A) BANK NAME :

(B) BRANCH NAME :
Address :

Telephone No. :

(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.)

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