



राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
Sri Aurobindo Marg, New Delhi-110 016, www.ncert.nic.in

**EMPANELMENT OF VENDORS
for distribution of NCERT Publications
In different States/UTs in India and abroad**

NCERT wishes to empanel Vendors for distribution of its publications including school textbooks from 01.01.2022 onwards. Reputed stockist/whole sellers having experience in distribution of books with sound financial background and who are in a position to give stipulated target business in a year and fulfil other conditions as detailed in the application form may apply. The application form and documents can be downloaded from the NCERT website www.ncert.nic.in. The existing vendors also need to apply afresh if they wish to get empanelled from 01.01.2022. The dully filled-in applications along with the required documents and Demand Draft of Rs. 1000/-, issued in favour of Publication Division NCERT payable at New Delhi, should reach the Administrative Officer, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016 (Ph.:011-26562708) latest by 10/08/2021.



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NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**

**EMPANELMENT OF VENDOR
FOR DISTRIBUTION OF NCERT PUBLICATIONS**

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Section I

INVITATION FOR APPLICATION

The National Council of Educational Research and Training (NCERT), New Delhi invites application from eligible bonafide booksellers, for empanelment as Vendor, for distribution/sale of NCERT textbooks including non-textual publications in all the States/UTs of the country as listed below :

Category 'A'

Sl. No.	Name of the State(s)/UTs	Security Deposit for Each Vendor Empanelled	Annual Target Business for Each Vendor Empanelled
1.	Andhra Pradesh	Rs. 20,000.00	Rs. 10,00,000.00
2.	Assam	Rs. 20,000.00	Rs. 10,00,000.00
3.	Bihar	Rs. 20,000.00	Rs. 10,00,000.00
4.	Chandigarh	Rs. 20,000.00	Rs. 10,00,000.00
5.	Chhattisgarh	Rs. 20,000.00	Rs. 10,00,000.00
6.	Delhi	Rs. 20,000.00	Rs. 10,00,000.00
7.	Gujarat, Daman & Diu and Dadar Nagar Haveli	Rs. 20,000.00	Rs. 10,00,000.00
8.	Haryana	Rs. 20,000.00	Rs. 10,00,000.00
9.	Himachal Pradesh	Rs. 20,000.00	Rs. 10,00,000.00
10.	Jammu & Kashmir	Rs. 20,000.00	Rs. 10,00,000.00
11.	Jharkhand	Rs. 20,000.00	Rs. 10,00,000.00
12.	Karnataka	Rs. 20,000.00	Rs. 10,00,000.00
13.	Kerala and Lakshadweep	Rs. 20,000.00	Rs. 10,00,000.00
14.	Madhya Pradesh	Rs. 20,000.00	Rs. 10,00,000.00
15.	Maharashtra	Rs. 20,000.00	Rs. 10,00,000.00
16.	Orissa	Rs. 20,000.00	Rs. 10,00,000.00
17.	Punjab	Rs. 20,000.00	Rs. 10,00,000.00
18.	Rajasthan	Rs. 20,000.00	Rs. 10,00,000.00
19.	Tamil Nadu and Pondicherry	Rs. 20,000.00	Rs. 10,00,000.00
20.	Telangana	Rs. 20,000.00	Rs. 10,00,000.00
21.	Uttar Pradesh	Rs. 20,000.00	Rs. 10,00,000.00
22.	Uttranchal	Rs. 20,000.00	Rs. 10,00,000.00
23.	West Bengal	Rs. 20,000.00	Rs. 10,00,000.00

Category 'B'

Sl. No.	Name of the State(s)/UTs	Security Deposit for Each Vendor Empanelled	Annual Target Business for Each Vendor Empanelled
1.	Andaman & Nicobar Islands	Rs. 10,000.00	Rs. 2,00,000.00
2.	Arunachal Pradesh	Rs. 10,000.00	Rs. 2,00,000.00
3.	Goa	Rs. 10,000.00	Rs. 2,00,000.00
4.	Manipur	Rs. 10,000.00	Rs. 2,00,000.00
5.	Meghalaya	Rs. 10,000.00	Rs. 2,00,000.00
6.	Mizoram	Rs. 10,000.00	Rs. 2,00,000.00
7.	Nagaland	Rs. 10,000.00	Rs. 2,00,000.00
8.	Sikkim	Rs. 10,000.00	Rs. 2,00,000.00
9.	Tripura	Rs. 10,000.00	Rs. 2,00,000.00

2. In addition, the NCERT also wishes to empanel Vendor for distribution of its textbooks and other non-textual publications in countries abroad (for catering to CBSE Schools functioning outside India). The annual target business for each of the Vendors applying for operation in countries abroad will also be the same as that of Category 'A' States/UTs.
3. The last date of receipt of application form duly filled in is **10.08.2021**.
4. The complete set of application form and documents can be downloaded from NCERT website (i.e. www.ncert.nic.in). The prescribed application form, duly filled in, needs to be submitted along with all the required documents and a demand draft of Rs.1000/- issued in favour of Publication Division, NCERT payable at New Delhi.
5. If the filled in application is delivered by hand, it will be the responsibility of the applicant to ensure that the complete application is received in the office of the Administrative Officer of the Publication Division, NCERT. Alternatively, the application may be sent by Registered Post or by Speed Post to the Administrative Officer, Publication Division, NCERT, Sri

Aurobindo Marg, New Delhi – 110016 by the stipulated date. Any delay, even postal delay, in receipt of Application would be considered late submission of application and will be rejected. Mere submission of the application at the reception counter or at any other place/room or person shall not be considered submission of application.

Head
Publication Division

Section II

INSTRUCTION TO APPLICANTS

A. Introduction

1. Established in 1961, the National Council of Educational Research and Training (NCERT) is an autonomous organization under the Ministry of Human Resource Development, Government of India. Among other functions, the Council also brings out textbooks and other non-textual reading materials, for students of the schools affiliated to CBSE, in India and abroad. NCERT invites applications from eligible bonafide booksellers for empanelment as Vendor for the distribution of its textbooks and other publications in all the states/union territories of the country and abroad, for one year i.e. from **1st January, 2022** to **31st December, 2022**, which can be extended further depending on the satisfactory performance of the firm.
2. Eligible Applicants: This invitation for empanelment as Vendor is open to all the eligible bonafide booksellers as defined in Section III, namely Qualification Criteria. In case the applicant wishes to apply for empanelment as Vendor in more than one place, the applicant will need to submit separate application for each place.
3. Cost of Submission of Application: The applicant shall bear all costs associated with the preparation and submission of his/her application and NCERT will in no case be responsible or liable for these costs regardless of the outcome of the application submitted.

B. Documents Relating to Empanelment as Vendor:

4. The documents for empanelment as Vendor consists of all Sections indicated below and should be read in conjunction with any addendum issued in accordance with Section II, Clause 7.

Section I	Invitation for Application
Section II	Instructions to Applicants
Section III	Qualification Criteria
Section IV	Conditions of Contract for Vendor Empanelment
Section V	Letter forwarding Application Form
Section VI	Contract Form
Section VII	Record of Stock and Sales

5. NCERT is not responsible for the completeness of the documents relating to empanelment of Vendor not directly downloaded from NCERT website (i.e. www.ncertbooks.ncert.nic.in).
6. The applicant is expected to examine all instructions, forms and Conditions of Contract before submitting the application for empanelment as Vendor. Failure to furnish all the information and

documentation required for the above purpose, may result in rejection of the application.

7. **Amendment of any Information / Documents at any Time:**

- 7.1 At any time prior to the deadline for submission of application, the Publication Division, NCERT may amend conditions of contract or instructions for applicants, by issuing an addendum.
- 7.2 The amendments, if any, will be notified on NCERT website at www.ncert.nic.in.
- 7.3 The NCERT at its discretion can extend the deadline for submission of application forms for the empanelment as Vendor.

C. Language of Documents:

8. The application form filled in or prepared by the applicants as well as all correspondence and documents relating to empanelment as Vendor shall be written in English or Hindi language, provided that any printed literature furnished by the applicant may be in another language so long as it is accompanied by self certified accurate translation in English/Hindi of its pertinent passages. All printed literatures shall be authenticated by the applicant.
9. **Documents Comprising Application:** The application submitted by the applicant should be accompanied by the following:
- (i) The application form downloaded from NCERT website should be submitted along with a bank demand draft of Rs. 1000/- as application fee.
 - (ii) Documentary evidence regarding the office and godown space available with the applicant as specified in Section III Qualification Criteria.
 - (iii) Trading Account, Profit and Loss Account and Balance Sheet duly authenticated by Chartered Accountant indicating Annual Turn Over of the firm for two financial years. **(i.e. 2018-19 and 2019-20).**
 - (iv) Certified Copy of latest Income Tax return and PAN card in the name of Proprietor in case of a proprietary firm or in the name of the firm in case of partnership /Pvt. Ltd Company.
 - (v) An Affidavit on Non-Judicial Stamp Paper of Rs. 10/- (Rupees Ten) Stating that no case is pending against the firm under Copyright Act and all the information provided through the application/documents are true, complete and correct to the best of their knowledge and belief.
10. **Submission of Application Form:** The application form must be submitted without any alteration to its format and no addition shall be

accepted. All blank spaces shall be filled in with the information requested.

11. **Security Deposit:** Security Deposit of **Rs.20,000/-** for Category A States/Union Territories/Foreign Counties, and **Rs.10,000** for Category B States/Union Territories is required to be furnished in the form of a Demand Draft in favour of the 'Publication Division, NCERT' payable at New Delhi, after empanelment as Vendor.
12. **Format and Signing of Documents:** The application shall be written in indelible ink and shall be signed by the applicant or a person duly authorized to bind the applicant to the Contract. The letter of authorization shall be indicated by written power of attorney accompanying the application. All documents shall be authenticated by the applicant.

D. Submission of Application:

13. **Deadline for Submission of Application:** The application in a sealed envelope must reach the Administrative Officer, Publication Division, NCERT not later than **10.08.2021**. If the specified date for submission of application is declared as holiday for NCERT, the applications will be received on the next working day during office hours. **The name of the firm and complete postal address along with the name of state for which the application is submitted, must be mentioned on the envelop in bold letters.**
14. If the filled in application form is delivered by hand, it will be the responsibility of the applicant to ensure that the complete application is received in the office of the Administrative Officer of the Publication Division, NCERT. Alternatively, the application may be sent by Registered Post or by Speed Post to the Administrative Officer, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016 by the stipulated date. Any delay, even postal delay, in receipt of application form would be considered late submission of application and rejected. Mere submission of the application at the reception counter or at any other place/room or person shall not be considered submission of application.
15. **Late Submission of Application:** Any application received by Publication Division, NCERT, after the deadline for submission of application, will not be entertained and shall be rejected.
16. If the filled in application form is not accompanied by requisite fee as specified in Section II, clause 9 (i) of the Instructions to Applicants, the application shall not be entertained and shall be rejected.
17. NCERT may at its discretion ask the applicant(s) for any clarification with regard to the documents submitted with the application form.

E. Empanelment as Vendor

18. NCERT reserves the right to accept or reject any or all applications and to annul the empanelment process and reject any or all applications at any time prior to empanelment as Vendor without assigning any reason and thereby incurring any liability to the affected applications. The NCERT also reserves the right to increase/decrease the number of Vendors.
19. The selected applicants shall be empanelment as Vendor and shall be informed by registered letter/speed post that his/her application has been accepted for empanelment as Vendor for the concerned State/UTs/Foreign Country as specified in the empanelment Letter.
20. **Signing of Contract:** On receipt of the award letter from NCERT, the applicant shall execute a Contract in duplicate after submitting a security deposit of **Rs.20,000/-** for 'A' category States/UTs/Foreign country and **Rs.10,000/-** for 'B' Category States/UTs in the form of Demand Draft issued in favour of 'Publication Division, NCERT' payable at New Delhi.
21. The Security Deposit and Contract duly signed (in duplicate) must reach the Publication Division, NCERT within 15 days from the date of receipt of the empanelment letter failing which the offer of empanelment as Vendor shall be treated as cancelled.
22. **Satisfactory Performance:** During the tenure of agreement the Vendor is required to abide by the terms and condition of the contract. Any breach of contract defined in clause 14 of Section IV (Condition of Contract) shall be treated as to contrary to satisfactory performance.
23. **Corrupt or Fraudulent Practices:** The NCERT requires the applicants to strictly observe the laws against fraud and corruption in force in India namely Prevention of Corruption Act 1988.

Section III

QUALIFICATION CRITERIA

1. All the firms seeking empanelment as Vendor should meet the following qualifying criteria and submit their applications along with relevant documents as detailed below:
 - (i) A bonafide bookseller having experience in selling books/textbooks, supported by any of the following documents:
 - (a) Certificate showing the date of initial registration of shop indicating business in book trade issued by Central Government/State Government/Local Bodies (Tehsildar, Municipal Corporation, SDM, DM) establishing existence of the firm.

or

 - (b) Income Tax or Sales Tax returns (*for financial years 2017-18, 2018-19, and 2019-20*) establishing existence of the firm indicating business in book trade.
- (ii) Photograph of the shop from inside and outside depicting Signboard of the shop indicating name and address of the firm.
- (iii) Evidence of having minimum *50 and 30* square meters of shop-cum-godown space for category A and B respectively, supported by an architect certificate or attested copy of lease agreement with the land lord specifying the area occupied.
- (iv) Copies of annual accounts, namely, Trading Account, Profit and Loss Account and the balance sheet of the two financial years (*i.e. 2018-19 and 2019-20*) duly authenticated by chartered accountant indicating annual turnover, this being not less than the annual target of sale of NCERT textbooks prescribed.
- (v) Self certified latest copy of Income Tax return and PAN card in the name of proprietor in case of a proprietary firm or in the name of the firm in case of a partnership/Pvt. Ltd Company.
- (vi) An affidavit on a non-judicial stamp paper of Rs. 10/- (Rupees Ten) stating that no case is pending against the firm under Copyright Act and all the informations provided through the application/documents are true, complete and correct to the best of their knowledge and belief.
- (vii) An authenticated copy of Import License for the firms applying from abroad and export license for those Indian firms applying for empanelment as Vendor for countries abroad, need to be submitted.

2. Firms which may have caused loss to the NCERT on account of their failure to fulfill commitments made by them or may have failed to abide by any of the terms and conditions of empanelment as vendor shall not be eligible for submitting an application.

Section IV

CONDITIONS OF CONTRACT FOR EMPANELMENT AS VENDOR

Firms empanelled as Vendor shall have to purchase the minimum discounted value of textbooks of not less than Rs. 10 lakhs for Category 'A' State(s)/UT(s)/Foreign Countries and Rs. 2 lakhs for Category 'B' State(s)/UT(s) in a calendar year.

1. 01. Definition

01.01 In this contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the NCERT and the Vendor as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Contract Agreement, including any amendments thereto.
- (c) "Day" means Calendar Day.
- (d) "COC" means the Conditions of Contract.
- (e) "The NCERT" means the National Council of Educational Research and Training, New Delhi and includes its successor and assignees.
- (f) "Vendor" means the natural person, private or government entity, or a combination of the above, whose application for empanelment as Vendor has been accepted by NCERT and is named as such in the Contract Agreement.

02. Contract Documents

02.01 Subject to the order of precedence set forth below, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

- I. Invitation for Application
- II. Instructions to Applicants
- III. Qualification Criteria
- IV. Conditions of Contract for Vendor empanelment
- V. Letter forwarding Application Form
- VI. Contract Form
- VII. Record of Stock and Sales

03. Entire Agreement

03.01 The Contract constitutes the entire agreement between the NCERT and the Vendor supersedes all communications, negotiations and agreements (whether written or oral) except those mentioned in Section IV, Clause 2.01 of the parties with respect thereto made prior to the date of Contract.

03.02 No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

2. **Security Deposit:** Applicants for Category 'A' are required to submit security deposit of Rs.20,000/- (Rupees Twenty Thousand only) and applicants for Category 'B' are required to submit security deposit of Rs.10,000/- (Rupees Ten Thousand only) in the shape of Demand Draft. This security deposit will get forfeited and the Contract terminated if the Vendor fails to transact stipulated business or commits breach of contract as per Section IV, Clause 14.

3. **Godown Space:** Firms seeking empanelment as Vendor in A & B category State/UTs/foreign country should have shop-cum-godown space of 50 sq. mts and 30sq. mts respectively for the storage of NCERT Publications.

4. **Period of Contract:** The Contract shall be valid for one calendar year, i.e. from **1st January 2022 to 31st December 2022** or for the remaining period of the calendar year, if agreement is signed after **1st January 2022** which can be extended further depending on the satisfactory performance of the firm.

5. **Submission of Requirement:**

(i) The Vendor will submit for each calendar year his annual requirement of books, by 15th January of the calendar year in the following format:

Sl. No.	Code no. / Title Name	Total Quantity required Month Wise											
		Jan	Feb.	Mar	Apr	May	Jun	Jul	Aug.	Sept	Oct	Nov	Dec

(ii) NCERT will assess the requirement of all Vendors for each State/UT and allocate equitably with reference to the total requirement of textbooks for the respective States/UTs.

6. **Terms of Payment for the Supply of Publications:**

(i) All supplies of NCERT publications shall be made strictly on pre-payment and firm order basis.

- (ii) The Vendor will lift the NCERT publications from the NCERT godowns located at New Delhi, Noida, Kolkata, Bangalore, Ahmadabad and Guwahati by making payment through payment gateway.

7. **Freight Charges:**

- (i) NCERT will pay the freight charges equivalent to Railway freight (by goods train) from the Railway Station nearest to godown from where the books are lifted to the Railway Station nearest to the registered office of the Vendor.
- (ii) NCERT will not pay any loading/unloading charges and/or local transportation charges to the empanelled Vendor.
- (iii) If the registered office of the Vendor is partly connected by Rail and partly by road, the Vendor will also be paid freight charges equivalent to Railway freight by goods train from the NCERT/RPDC godown to the Railway Station nearest to his registered office and the transportation charges by road equal to the Railway freight by goods train for the distance from the said nearest Railway Station to the registered office of the empanelled Vendor.
- (iv) If the registered office of the Vendor is partly connected by Rail and partly by sea, the freight charges will be reimbursed as per Rail Tariff (by Goods Train) and ship/steamer charges (by Bunk Class) accordingly.

8. **Trade Discount:**

- (i) The Vendor will be allowed a trade discount of 20% on Textbooks/Teacher's Guides including Exemplar Instructional Material for work Experience and Instructional-cum-Practical Manuals for vocational courses and 40% on Supplementary Readers and Research Monographs (on the printed sale price in both cases) by NCERT.
- (ii) The Vendor will release the NCERT Textbooks/Publications to the retail bookseller in the States allocated to him/her allowing a minimum trade discount of 15% on Textbooks etc. and 30% on General Publications on the printed sale price.

9. **Record Keeping and Verification:** The Vendors are required to keep all records updated as per the format given in Section VII. While placing order for supply for fresh lot of textbooks the Vendors are also required to submit the details of books issued by them against their immediate last lifting of books from the NCERT.

10. **Replacement of Defective Copies:** NCERT shall not take back any stock of unsold books from Vendor. The NCERT will accept defective copies of the textbooks in the months of October to December of the calendar year in which the books were lifted if the NCERT is determine that the books have genuine printing/binding defect. The decision of NCERT in this regard shall be final and binding.

11. **Area of Operation:** Distribution of textbooks purchased by Vendor from NCERT will be confined to respective State(s)/UT(s)/foreign countries allocated to them.
12. **Place of Operation:** During the tenure of agreement the place of operating the business will be the same as mentioned by the firm in the application form. In case there is any change in the address etc., prior notice/information is required to be provided in writing to NCERT.
13. **Inspection and Verification of records:** The NCERT has all the rights to enter into the premises (shop and godown) of its empanelled Vendor at any time/day for on the spot inspection and verifications of records. The Vendor shall extend his/her full cooperation and facilitate the inspection and answer the queries of the inspecting official(s) to his/their fullest satisfaction.
14. **Breach of Contract: The following shall be considered as breach of trust/contract which will lead to cancellation of empanelment, forfeiture of security deposit and black listing by the NCERT.**
 - (i) The Vendor sells pirated books or pirated copies are found on his/ her premises.
 - (ii) The Vendor charges a price higher than the printed price on the NCERT books.
 - (iii) The Vendor revises the price indicated by a rubber stamp or by a sticker or by any other means and sells in any form of binding or cover other than in which it is published.
 - (iv) The Vendor refuses to sell books to a retailer in his/her respective State/UT.
 - (v) The Vendor violates the Copyright Act.
 - (vi) Non compliance of any of the terms and conditions as contained in the Condition of Contract shall also be treated as breach of contract.
15. **Arbitrators:** In the event of any dispute or differences arising out of or in connection with the said agreement the same shall be referred to the Secretary, NCERT for adjudication in accordance with the Arbitration and reconciliation Act. The Secretary, NCERT may either adjudicate the dispute himself or refer to someone else for adjudication from outside and within the NCERT. There shall be no objection that the person adjudicating the dispute or acting as an arbitrator during the course of his duties had to deal with or dealt with the matter.
16. **Online registration:** The vendor will be required to register at our web portal and create login ID and password. All orders/ indents will be uploaded and processed online through web portal.

Section V

LETTER FORWARDING THE APPLICATION

(On the Letterhead of the Firm)

To,
The Head
Publication Divison,
NCERT, Sri Aurobindo Marg,
New Delhi 110 016

Sir/Madam,

We, the undersigned, offer ourselves for empanelment as NCERT's Vendor for selling its textbooks and other books. The application form duly filled in and signed is attached.

We undertake, if our application is accepted, to fulfill NCERT's terms and conditions for the sale of books as specified in the Instructions to the Applicants and the conditions of Contract for the empanelment as Vendor.

If our application is accepted, we shall furnish the Demand Draft to the NCERT from a scheduled bank in a sum equivalent to..... for the due performance of the Contract.

We confirm that we meet the qualifying criterion prescribed by NCERT and have attached the necessary documentary evidence in its support.

Until a formal contract is prepared and executed, this application, together with your written acceptance thereof and your award letter shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will indulge in bribery or any other malpractice.

We understand that you are not bound to accept ours or any other application you may receive.

We attach herewith an affidavit confirming that the information furnished in the application is correct to the best of our knowledge and belief.

Dated this..... day of 20.....

(Signature)

Duly authorized to sign to application for and on behalf of.....

**Application Form for Empanelment as Vendor
for NCERT Publications**

The Head
Publication Division
NCERT, Sri Aurobindo Marg
New Delhi – 110 016.

1. Name of the State/UT/Foreign Country for which applied to empanel as Vendor.....
 2. Name of the Firm (in Block Letter):
.....
 3. Date of Establishment of the firm:
(with suitable proof as indicated in the
Section III Col.1 (i a and b) of Qualification Criteria)
 4. Full Postal Address of the registered firm:
.....
.....
.....PIN Code.....
 5. Telephone No. with STD Code (Shop).....Office.....
Mobile No..... Fax No.....
E-mail address.....
 6. Status of Firm: (Please tick \surd)
(a) Proprietary (b) Partnership (c) Limited Company
 7. (i) If the business is Proprietary, name of the Proprietor:
Ms./Mrs./Mr.....
(ii) If the business is in Partnership Name of All the Partners:-
(attested copy of the deed to be attached)
 -
 -
 -
 -
(iii) If the Firm is a Limited Company? **Yes/No**
(if yes, attach a copy of the Memorandum of Association)
8. (i) Does the Firm doing Wholesale business in textbooks? **Yes/No**
(if yes, attach details with suitable proof)

(ii) Does the firm already hold an agency of State Textbook
Board/Bureau? **Yes/No**
(if yes, attach attested copy of suitable proof)
 9. What other goods do you sell? Please provide details:.....
.....
.....

10. **Details of premises of the firms:**
 (a) Address Shop/Office
 PIN Code
 Specify Area in sq. ft/sq mts
 (to be supported by an architect certificate or copy of Lease Deed
 with landlord stating the area occupied).
- (b) Address of Warehouse/Godown {if other then col. 9 (a)}.....
 PIN Code
 Specify Area in sq. ft/sq mts
 (to be supported by an architect certificate or copy of Lease Deed
 with landlord stating the area occupied).
11. Annual Accounts, namely Trading Account, Profit and Loss Account and the
 Balance Sheet duly authenticated by Chartered Accountant as specified in
 Section III of Qualification Criteria clause 1 (iv).
Attached Yes/No (please tick)
12. Affidavit on non-judicial stamp paper of Rs.10/- as per Clause 1(vi) of
 Section III of Qualification Criteria.
Attached Yes/No (please tick)
13. Self certified copy of the Income Tax return and PAN Card as per Clause 1(v)
 of Section III of Qualification Criteria.
Attached Yes/No (please tick)
14. Was your Agency cancelled by any State Text-book Board / Bureau /
 Publisher for any reason on any occasion in the past?
Yes/No (please tick). If yes, please give reason(s).....

15. Any other information which the applicant would like to add. (attach
 additional sheet, if necessary).

Signature of Proprietor/Partner or
 Authorised signatory, with stamp.

Date:

Name in Full:

List of Other Enclosures

1. Details of Demand Draft favouring Publication Division, NCERT payable at
 New Delhi.
 (a) Name of Bank
 (b) Demand Draft No.....
 (c) Amount.....
2. Written Power of Attorney authorizing the applicant to sign on behalf of the
 firm/partnership/company.
3. In case the form is purchased from NCERT and application fee is paid the
 self attested copy of the receipt must be attached. Book No.....
 Receipt no.....date..... amount.

Section VI

CONTRACT FORM

THIS AGREEMENT made on the..... day of.....20... between National Council of Educational Research and Training (hereinafter called "NCERT") of the one part and(Name of Vendor) of(address) (hereinafter called "Vendor") of the other part.

WHEREAS NCERT is desirous of empanelling a Vendor for the sale of its textbooks and other publications, and has accepted the application of the Vendor for empanelment as its Vendor in the State/Union Territory of..... (without prejudice to its right to empanel more Vendor in the said State/Union Territory).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2. The following documents shall be deemed to form and be read and construed as part of this Contract viz.:

Section	Particulars
Section I	Invitation for Application
Section II	Instructions to Applicants
Section III	Qualification Criteria
Section IV	Conditions of Contract for Vendor empanelment
Section V	Letter forwarding Application Form
Section VI	Contract Form
Section VII	Record of Stock and Sales

- 3. In consideration of the advance payments to be made by the Vendor to the NCERT, as per the Conditions of Contract, NCERT hereby covenants with the Vendor to supply the textbooks and other publications at discount, reimburse freight expenses and to deal with the defective books as per the Conditions of Contract.
- 4. The Vendor hereby covenants to sell the textbooks to retailers and schools as per the Conditions of Contract and ensure timely and prompt supply of the textbooks and other publications before the start of academic session.

Signed this day..... of 20...

Vendor

NCERT

Date.....

Date:.....

Witness:.....

Witness:.....

Section VII

RECORD OF STOCK AND SALES

Separate Folio for Each Book

Date	Bill/Invoice No.	Opening Balance	Copies Receive d	Copies Sold	Closing Stock (i.e. 4-5)
1	2	3	4	5	6