



**DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT**  
(Established by the Haryana State Legislature Act No. 15 of 2012)

**AFFIDAVIT FOR REGISTRATION OF SUPPLIERS  
(BOOKSELLERS AND DISTRIBUTORS)**

**AFFIDAVIT**

I.....S/o, D/o, W/o, Sh.....do  
a resident of.....do  
hereby solemnity affirm and declare as under:-

- 1. That I am sole Prop. of M/s  
.....
- 2. That I / We, Am/are the member of the Federation of Publishers and Booksellers Association of India,  
My membership No. is  
.....
- 3. That I / We, Am/are not blacklisted by any Institution / Organization throughout India and Abroad.
- 4. That my/our PAN / TAN no. is .....
- 5. That the name as given in the PAN card is .....
- 6. That I/ We will fully comply with the terms and conditions for registration and supply of  
books in the Dr. A.P.J. Abdul Kalam Library.
- 7. That copy of the above certificates is enclosed.
- 8. That the annual Turnover (Please attach I.T. returns certified copied showing Turnover) for the last  
three years. (Mention financial year)
- 9. Important subject areas  
.....
- 10. The language you are dealing with  
.....

Deponent

**Verification:**

Verified that the above statements on this affidavit are true and correct to the best of my knowledge  
and belief, and nothing has been concealed therein.

Date:

Place:

Deponent



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**The Terms and Conditions for Booksellers/Publishers/Suppliers for Registration with the University Library:**

1. Every Bookseller/ Vendor/ Publisher/ Distributor shall have to deposit Rs. 5000/ (Rupees Five Thousand Only) as Registration fee (Not refundable) before undertaking the dealing with the University Library. The Registration fee will be accepted in the form of Demand Draft in favor of “The Registrar, Dr. B.R. Ambedkar National University, Sonapat” payable at Bahalgarh, Sonapat.
2. The bookseller/ Vendor/ Publisher/ Distributor shall have to deposit a copy of the following documents:-
  - (a) Affidavit
  - (b) I.T. Return of last 03 years
  - (c) PAN/TAN/GST number
  - (d) Federation / Association Certificate (National / State Level Professional Association)
  - (e) Address Proof
  - (f) Term and conditions prescribed by the University, signed by the Proprietor of the Firm as a token of acceptance.
  - (g) Purchase order of last 2 years
3. No Supplier/ Distributor/ Publisher shall have the sole right to supply Books/ Publications. Notwithstanding the discount rates, so decide, the University shall have the right to procure books/publications at a high percentage (s) of Discount. The University shall have the right to procure books directly from other suppliers/distributors/ publishers on the terms and conditions decided by the Library Committee.
4. The University Librarian’s decision with the approval of the Competent Authority in all the matters of procurement of books shall be final and binding on all concerned.
5. The vendor will have to give the following certificate with the bills:-
  - (a) In the case of the foreign edition, a certificate would be required stating that “Indian reprint/edition is not published.”
  - (b) When low price editions/ paperback editions are not supplied, a certificate would be required stating that “No low price edition/ paperback edition for the Books {mentioned at Sr. No.--, -- } are available.
6. The vendor ship will be terminated/dropped/blacklisted of the registered Firm:-
  - (a) If the vendor provides any wrong or distorted information to the library.
7. **Discount Rates Policy: -**  
The following Discount Rates will be applicable for the purchase of books in the University Library:-

(a) Latest Indian and foreign Books including a reprint of old books -	27%
(b) All types of Bare acts, i.e., Central Acts and Local Acts -	30%



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- (c) All Indian & foreign Books published more than four years back.- 32%
  - (d) Remainder books will not be accepted.
  - (e) The Non-commercial publications such as Government / Semi-Government/Institution Society publication, etc. –discount offered by the issuing agency/supplier.
  - (f) The publication is available in electronic medium (CDs/E-Books)- (Discount of the formula applied on short/no discount publication).
  - (i) The above non-print material shall be purchased from the source of origin/approved supplier. If these are proprietary material, these shall be purchased at a price offered by the issuing Firm. In such cases, the Firm shall certify on the bill that the reading material has not been sold at a lower price than the billing price to any other University/Institution or supplier. Discount Percentage and other terms and conditions will be negotiated by the Library Purchase Committee.
  - (ii) In case the non-print reading material is available with many suppliers, the purchase shall be affected by the reputed and standard supplier on an offered discount; however, if the number of titles is more than 50, the purchase shall be affected on competitive rates.
  - (g) Short/No Discount Titles/Text Books shall be accepted on Discount offered by the supplier and 7% handling charges may be given. Books on which suppliers get 32% or less Discount for four years back publications and 27% or less discount for latest editions will be covered under this clause. The suppliers shall produce the Proof of Price paid and Discount earned in the form of publisher/distributor invoice.
8. All legal disputes, if any, shall be settled in Sonapat/Delhi.

University Librarian