



## Indira Gandhi National Open University Library & Documentation Division (L & DD)

### Application form for Empanelment as Book Supplier

(Kindly satisfy yourself with the terms and conditions and subject specializations from IGNOU Website before filling up this form. Every supplier is required to produce an affidavit in Rs. 100 Stamp paper submitting “We have seen the criteria set by the IGNOU displayed on its website and hence submitting the application for empanelment after verifying and ensuring that we are eligible as per the set criteria. We also understand that the L & DD will not conduct any verification of the submitted attachments. If at any time, it was found that any of the documents submitted or entries made in the application are found to be false, we are aware that the L & DD shall blacklist us from supplying books and to de-panel our company from its list of empanelled suppliers.”)

1. Name of the Proprietor:
  
2. Name of the Firm (with complete postal address, fax, telephone, email):
  
3. Year of starting of the Firm:
4. PAN/TAN No.
5. Annual Turnover for (Please attach IT returns and CA certified copies of balance sheet showing turnover for the last three years):


- IT returns for the last three financial years attached: Yes/No
  - CA Certified copies of turnover for last three financial years attached: Yes/No
6. Important University Level Clients (attach at least one copy of the latest purchase Order from each of them) (Use additional sheets, if required):

7. Major Publishers represented (Use additional sheets, if required):
  
8. Important Subject Areas (Use additional sheets, if required):
  
9. Languages you are dealing with (Use additional sheets, if required):
  
10. Declaration: The information provided above is true to the best of my knowledge and belief. I shall be liable to action for any incorrectness found at any time. I undertake to intimate any change in the above information. I have carefully read the terms and conditions for registration and supply of books to the Indira Gandhi National Open University and shall abide by them while supplying books to IGNOU. I have not been debarred by any Institution for supply of books. I am fully aware that the University will not do any interim correspondence and my application is liable to be summarily rejected if the application is incomplete and/or without proper supporting documents.

Signature with Date and Seal

---

For Office Use Only