

**(PUBLICATIONS DIVISION)  
MINISTRY OF INFORMATION & BROADCASTING  
GOVERNMENT OF INDIA**

## **Empanelment of Agencies and Booksellers**

Publications Division wishes to empanel agencies, publishers and booksellers for selling and distributing its books and journals. Attractive discount ranging from 25% to 39 1/3% shall be given to the agencies, publishers and booksellers who are empanelled for the same depending on the sales figure.

Publications Division is one of the oldest and leading publishing house of the country with its presence all over India and has a turn over of Rs.45 crore per annum. Division has a very good collection of titles relating to almost all the fields such as history, art and culture, children literature, science and technology, etc. Division also brings out 'India' and 'Bharat' which are very popular reference annuals. Division has more than 8000 titles to its credit.

Interested parties may send their applications mentioning name, complete address, details of business, details of experience in selling books and journals, etc. Application may also be sent on the prescribed format which can be down loaded from our website [www.publicationsdivision.nic.in](http://www.publicationsdivision.nic.in) and [www.employmentnews.gov.in](http://www.employmentnews.gov.in). Detailed terms and conditions can also be seen on our websites mentioned above. The application should reach the office of **Editor (Business), Publications division, Sochna Bhava, CGO Complex, Lodi Road, New Delhi-110003.**

**FORMAT OF APPLICATION FOR EMPANELMENT AS AGENCIES /  
BOOKSELLERS FOR SELLING BOOKS OF PUBLICATIONS DIVISION**

1. Name of the Firm: .....
2. a) Complete Address : .....  
b) Phone No. with STD Code: .....  
c) Mobile No.....                      d) Fax No.....  
e) PAN No.....
3. Whether the business is proprietary or partnership: .....  
.....
4. If the partnership, whether it is registered under the relevant Act: .....  
.....
5. a) Name of Proprietor / Partner : .....  
b) Age.....  
c) Father's Name : .....  
d) Residential Address with telephone No. ....  
.....
6. Whether the Business premises is self owned or rental: .....  
.....
7. Details of experience in selling Books & Journals experience: .....  
.....

Date:  
Place:

Signature

(Rubber Seal of the Firm)

# THE PUBLICATIONS DIVISION

Ministry of Information & Broadcasting  
Government of India  
CGO Complex, Sookna Bhawan,  
New Delhi - 110 003

## APPLICATION FORM FOR RETAIL AGENTS

1. Name of Applicant (in Full) .....  
(with full postal address)
2. Name of Company/firm/or Business .....  
with complete address, if  
different from given in Col.I .....
3. Details of Business/Occupation .....
- (i) Whether the business is proprietary/  
Partnership/Limited Company. ....
- (ii) Give details alongwith Names and  
addresses of the partners .....
- (iii) If the Business is a Limited Company
- (a) The Act under which it was  
incorporated .....
- (b) Registered Address .....
- (e) Full details of business alongwith  
Address of the Branches, if any. ....
4. Details of experience if any, in selling  
books and Journals along with type of  
language of publications sold .....
5. Are you interested in selling  
Publications Division's
- (i) Books .....  
or
- (ii) Journals and .....  
or
- (iii) Books & Journals both .....

Signature:.....

Dated :

Name and Stamp.....

.....  
.....

### **Agreement form for Retail Agent :**

This agreement made at.....this.....day of.....19.....  
Between the President of India (hereinafter called the Government) one party  
and.....(hereinafter called the Agent the other party.

WHEREAS the Publications Division on behalf of the President of India (hereinafter called the Government) has appointed the dealer as the Retail agent of the journals, books and other publications published and put on sale by the Publications Division, Ministry of Information & Broadcasting, Government of India on the terms and conditions hereinafter appearing.

Now it is hereby agreed between the parties that :-

1. The said publications will be supplied to the Agent against cash payment/M.O./Bank Draft or retirement of documents through Nationalised Bank. In case of magazines the agent will be required to deposit an advance equivalent to the value of 3 months, to remain with the Government in order to avoid any gap in the continuity of supply.
2. The agent will be entitled to a trade discount of 25% on order obtained on the published price of the said publications excluding magazines.
3. A Discount of 15% will be allowed to the agent on all advance subscriptions for magazines received through them.
4. This dealership shall be non-transferable and shall be between Publications Division and the agent. If, therefore, the agent further sells the said publications on credit or incur any other liability in doing so he/she will do so entirely at his/her own risk and responsibility
5. No unsold copies of the said publications will be taken back.
6. The said publications shall be despatched by the Government f.o.r. destination by the cheapest mode of transport at its descretion. The responsibility of the Government will cease on delivery of the publications to the carrier.
7. This dealership shall be terminable by one month's notice on either side but the Government reserves the right to cancel the dealership without notice or assigning any reason thereof.
8. The stamp duty on this agreement, if any shall be payable by the Government.

IN WITNESS WHEREOF the parties above named have signed this agreement the day and the year first above written.

Yours faithfully.....

(Business Manager)  
for and on behalf of the President of India

To,

The President of India  
Through the Business Manager,  
Publications Division, Min.of I&B,  
CGO Complex, Soochna Bhawan  
New Delhi 110 003

Having carefully read and understood the above terms and conditions I/we accept the Retail dealership for the sale of publications put on sale by the Director, Publications Division, Ministry of Information and Broadcasting, Government of India and in accordance with the said terms, I/We hereby furnish a sum of Rs.25/- towards security deposit by MO./D.D./IPOs. I/We agree to be bound by all the terms and conditions mentioned above.

(Dealer's signature with  
Rubber stamp of the firm and full address)

# THE PUBLICATIONS DIVISION

Ministry of Information & Broadcasting  
Government of India  
CGO Complex, Sookna Bhawan,  
New Delhi - 110 003

## APPLICATION FORM FOR WHOLESALE AGENTS

1. Name of Applicant (in Full) .....  
(with full postal address)
  
2. Name of Company/firm/or Business .....  
with complete address, if .....  
different from given in Col.I .....
  
3. Details of Business/Occupation .....

  - (i) Whether the business is proprietary/ .....  
Partnership/Limited Company.
  
  - (ii) Give details alongwith Names and .....  
addresses of the partners .....
  
  - (iii) If the Business is a Limited Company

    - (a) The Act under which it was .....  
incorporated .....
  
    - (b) Registered Address .....
  
    - (e) Full details of business alongwith .....  
Address of the Branches, if any. ....

  
4. Details of experience if any, in selling .....  
books and Journals along with type of .....  
language of publications sold .....
  
5. Are you interested in selling .....  
Publications Division's

  - (i) Books .....  
or .....
  - (ii) Journals and .....  
or .....
  - (iii) Books & Journals both .....

Signature:.....

Dated :

Name and stamp:.....

.....

.....

**Agreement form for Wholesale Agent :**

This agreement made at.....this.....day of.....200..... Between the President of India (hereinafter called the Government) one party and .....(hereinafter called the Agent) the other party.

WHEREAS the Publications Division on behalf of the President of India (hereinafter called the Government) has appointed the dealer as the Wholesale dealer of the journals, books and other publications published and put on sale by the Publications Division, Ministry of Information & Broadcasting, Government of India on the terms and conditions hereinafter detailed below :

Now it is hereby agreed between the parties that :-

1. The said publications will be supplied to the Agent against cash payment/M.O./Bank Draft or retirement of documents through Nationalised Bank. In case of magazines the Agent will be required to deposit an advance equivalent to the value of 3 months, to remain with the Government in order to avoid any gap in the continuity of supply.
2. The Agent will guarantee minimum purchase worth Rs.12,000/- (gross) of the publications available within a period of twelve months from the First day of.....and in each successive period of 12 months thereafter. As a security for this guarantee the agent shall deposit a sum of Rs.1,000/- with the Director, Publications Division by way of cash/F.D.R./T.D.R./National Savings Certificates duly pledged in favour of the Director, Publications Division.
3. (i) The Agent will be entitled to a discount of 25% and an additional discount of 8<sup>1</sup>/<sub>3</sub>% will be allowed to him after completion of the minimum purchase i.e. Rs.12,000/- (gross) on all the purchases made by him.  
  
(ii) The Agent shall also be allowed a bonus discount of 6% over and above the discounts referred above if he/she purchases said publications worth Rs.2,00,000/- (gross) or more during one contractual year.
4. A Discount of 15% will be allowed to the agent on all advance subscriptions for magazines received through them. The magazines shall be mailed directly to the subscribers by Publications Division.
5. This dealership shall be non-transferable. If the Agent further sells the publications on credit or incurs any other liability in doing so he/she will do so entirely at his/her own risk and responsibility.
6. No unsold copies of the publications will be taken back.
7. The publications shall be despatched by the Government f.o.r. destination by the cheapest mode of transport at its discretion. The responsibility of the Government will cease on delivery of the publications to the carrier.
8. This agreement shall be terminable by one month's notice on either side but the Government reserves the right to cancel the agency without notice and without assigning any reason therefor.
9. The stamp duty on this agreement, if any shall be payable by the Government.

IN WITNESS WHEREOF the parties above named have signed this agreement the day and the year first above written.

Yours faithfully.....

(Business Manager)  
for and on behalf of the President of India

To,

The President of India  
Through the Business Manager,  
Publications Division,  
Ministry of Information & Broadcasting,  
Government of India,  
CGO Complex, Sookhna Bhawan  
New Delhi 110 003

Having carefully read and understood the above terms and conditions I/we accept the Wholesale dealership for the sale of publications put on sale by the Director, Publications Division, Ministry of Information and Broadcasting, Government of India and in accordance with the said terms, I/We hereby furnish a sum of Rs.1,000/- towards deposit by M.O./D.D./FDR/TDR. I/We agree to be bound by all the terms and conditions mentioned in the offer.

(Dealer's signature with  
Rubber stamp of the firm and full address)