

APPLICATION FORM FOR REGISTRATION AS SALE AGENT FOR SALE OF TEXT BOOKS OF THE BOARD OF SCHOOL EDUCATION, DHARAMSHALA (HP).

(To be completed by the genuine and Bonafide book-sellers of HP)

NOTE- (i). This application form must reach this office before the 15th of December each year for registration of the next session.

(ii) This application form must accompany:-

- (a) Registration fee(Non-Refundable) of Rs. 2000/- (in cash)
- (b) Annual fee of Rs. 1000/-

To

The Secretary,
HP Board of School Education,
Dharamhsala.

Dear Sir,

I/We shall feel obliged if you kindly register/me /us as Sale Agent for sale of Text Books prescribed/published by the Board. The Annual fee of 1000/- is deposited vide Board's Receipt No. _____ dated _____ along-with sum of Rs. 2000/- as Registration Fee(Non-Refundable) is deposited herewith vide Bank Draft No./Board's Receipt No. _____ dated _____ in favour of Secretary, H.P. Board of School Education Dharamshala.

I/We solemnly declare that I/We am/are genuine and Bonafide books sellers of H.P. and maintain a regular book shop. I/We shall not provide (any extra binding to the Board's Text Books on Sale with me/us. I/We shall sell the books only to the Students and not to any other book sellers.)

I/We shall sell the books on the fixed prices as printed thereon and shall not charge anything extra over and above the printed prices.

I/We solemnly declare that my/our firm has never been black listed by any Board/University or any other agency of the Government/Semi-Government for the period of _____ year i.e. _____ to _____.

I/We have gone through the terms and conditions for Sale Agency of Text Books and promise to abide by the said terms and conditions.

I/We request you to grant Sale Agency to me/us.

Yours faithfully,

Encl. : As above.

Signature.....

Full Name.....

Address.....

.....

Pin.....

PARTICULARS

1. Name of the firm
2. Location of the Book Shop
(Shop or House No., name of street,
Post Office, Town etc.) where the
Book Shop or business of sale of
books is carried on.
3. (A) Postal Address
- (B) Telephone Number, if any
4. Does the firm carry on selling of
Books only or other business is
Also being carried out by you?
5. Please state the year in which the
business of selling of books was
started by your firm.
6. Please state whether the firm is :
(a) A limited company (if so
please attach a list of
Directors).
- (b) A Co-operative Society. Please
attach a list of the present office
bearers and members of the
Managing Committee.
- (c) A partnership concern please
state the name and address of
the proprietor.

7. Have you any other branch in H.P.?
If so, please give the location and full address.
8. Number of workers employed in the book shop. This number should be given according to the Register of employees maintained under the State Shop Act.
9. Please give the name of the nearest Railway Station/Bus Stand.
10. (i) Are you an approved Sale Agent of H.P. University?
(ii) Please state your Registration No.
11. Are you an approved sale agent of any other University/Board/Govt./Semi-Govt., If so, since when? Your Registration No.
12. Is your firm assessed under Income Tax Act.
13. Number of shops/godowns with location and place.
14. Any other particulars that you may like to state
15. The particular and facts as stated above are correct and nothing has been concealed. In case of any discrepancy found I/We shall be responsible for the consequences.

Signature of Partners,
if any.

Signature.....
Full Name.....
Full address of the firm with stamp
.....

NOTE:- Please intimate the Board where and when any material is changed in particulars given above.

CERTIFICATE

It is hereby certified that M/s.....are Bonafide Books Sellers, they maintain regular book shop and particulars and facts as stated above, are correct to the best of my knowledge and belief.

Date.....

Signature of Attesting
Authority
with office stamp.

I/We.....declare that I/We shall sell the books at this prices printed on the books and no additional cover or binding to the books shall be provided by me/us with a view to charge extra price or to advertise any books or goods, whatsoever, I/We opt for..... sale depot for purchase of Books.

Signature.....
M/s.....

I/We..... hereby declare that
I/We shall purchase books only from the sale depot allotted to me/us and not from any other
source/depot's of the Board. I/We shall supply the books to the students belonging to the
Schools/Towns of the Area (list attached).

Signature.....

M/s.....

LIST OF SCHOOLS :

1.

2.

3.

4.

5.

6.

7.

8.

Signature.....

M/s.....

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA-176215

Terms and conditions For Private Sale Agency of Text Books published by H.P. Board of School Education, Dharamshala (Kangra)

1. Only Bonafide book sellers from H.P. will be given sale agency of Nationalized books provided by the Board and the applicant satisfy the Secretary that he is in the books trade and maintain regular book shop. For this purpose an applicant shall have to apply on the prescribed form containing such certificate along-with necessary registration and annual fee. The certificate should be signed by any of the following:-

I	First Class Magistrate	)(
II	Deputy Director of Higher and Ele. Education	)(Heaving Justification in the area
III	Any member of the H.P. Board of School Education	)(Where the book Shop is located
2. The Secretary reserves the right to approve or reject any application for sale agency without assigning any reason.
3. Each applicant shall have to apply for registration of his shop for the sale of nationalized text books along-with the following fee:-
 - (i) Registration Fee(Non-Refundable) Rs. 2000/-
 - (ii) Annual Fee (Non-Refundable) Rs. 1000/-
 - (iii) Annual Renewal fee Rs. 1000/- for subsequent year.
4. The applicant has to must reach the office of Himachal Pradesh School Education Board, Dharamshala by the prescribed date along-with this form and the registration/ renewal fee.
5. Books will be supplied at the counter of the Book Distribution Center of the Board at Shimla, Rohru, Rampur, Solan, Rajgarh, Nahan, Nalagarh, Bilaspur, Ghumarwin, Hamirpur, Bhoranj, Una, Kullu, Karsog, Mandi, Chauntra, Paprola, Nagrota Bagwan, Dharamshala, Jassur, Jawali, Chamba, Jawalamukhi and Reckong Peo. Book Distribution Centre of each bookseller will be specified and he shall purchase books only from the specified book distribution centre.
6. 10% discount on purchase of Practical/Text books will be given at our Book Distribution Centre(s) to the Book Sellers/ Schools Registered/Affiliated with HPBOSE.
7. Shop/premises of the registered agency will be subject to inspection by any of the following officer:-
 1. Chairman of H.P. Board of School Edu.
 2. Deputy Commissioner of the District.
 3. Sub-Divisional Officer (Civil) of the sub-division.
 4. Dy. Director of Education Primary/Secondary.
 5. The Secretary, HPBOSE or any other office/Member of the Board and DM/In-Charge of BDIGCs.

8. Sale Agents shall sell the books at the printed price on the books. They shall not provide any additional cover or binding to the books with a view to charge extra money or advertise any book or goods whatsoever.
9. Sale Agents shall neither write, print, rubber stamp or paste any matter whatsoever (including any advertisement or names of any other books or goods) on any page of the Board's books (including title pages) nor shall they place any book marked hand bill or poster of any kind in any book.
10. The competent authority of the Board has the right to reduce the number of copies of the books indented by a Sale Agent or totally cut out order for particular book/keeping in view the position of stock and also for other reasons considered suitable by him.
11. Sale agents shall only cater the need of the students of their locality. They shall maintain proper account of the books received from the office of the Board and sold which shall be open for inspection by any officer listed at para 7 above. They shall arrange sale in such a manner that there is no complaint from any quarter.
12. Books once sold shall not be taken back.
13. Sale agents shall purchase text books according to requirement of the area allotted to him (The year for this purpose to be reckoned from 1st January of the year to the 31st December every year) otherwise his agency will be cancelled.
14. The Secretary has the right to cancel any agency without assigning any reason.
15. In case of any misconduct or breach of any term or terms on the part of sale agent the Board may cancel the registration of the firm. An opportunity shall be given to the firm concerned to show cause as to why the action proposed above should not be taken against him.
16. The Board reserves the right to alter, change modify or add these terms of sale agency without prior notice. However, any alteration, change, modification or addition to these terms of sale agency will be notified to the sale agent.
17. In case of any serious allegation against the agency shall remain suspended during the period of enquiry.
18. A serious notice shall be taken on the part of any sale agent holding the text books and creating any artificial scarcity. If proved, serious action such as cancellation of agency and black listing of the firm may be taken against them.
19. In case of dispute of any kind between the Board and registered book seller/School the same shall be referred to the Secretary of the Board for arbitration and the decision of the Secretary, shall be binding on all the parties.

20. All disputes shall be settled at the Headquarter of the Board at Dharamshala.
21. For any other point which is not covered under the above terms and conditions, the decision of the Secretary shall be final and binding upon the sale agents.
22. The Renewal of Registration is valid for one year i.e. from 1st January to 31st December. The firm is required to apply for Renewal each year before 15th December failing which the registration of the firm will be cancelled.
23. Sale agents shall purchase text books only from the Sale Depot allotted to him and not from any other source/Depot of the Board otherwise defaulters will be dealt strictly under Rules and legal action will also taken accordingly.



SECRETARY

H.P. Board of School Education,
Dharamshala.

I/We.....
have gone through the terms and conditions given above and I/We promise to abide by the said terms and conditions.

Name of the firm with full
address in block letters.

.....

Pin Code-.....

Stamp of the firm.

Signature.....

Full Name.....
(Seal of the firm)

Pin-.....