

अन्तर विश्वविद्यालय अध्यापक शिक्षा केंद्र
काशी हिन्दू विश्वविद्यालय, वाराणसी
(स्वायत्त संस्थान)
विश्वविद्यालय अनुदान आयोग
शिक्षा मंत्रालय, भारत सरकार



Inter University Centre for Teacher Education
Banaras Hindu University, Varanasi
(An Autonomous Institution)
University Grants Commission
Ministry of Education, Govt. of India

Ref. No. IUCTE/Lib./Vendor/Reg./2024-25/01

Date: December 9, 2024

**EXPRESSION OF INTEREST FOR REGISTRATION/ EMPANELMENT OF
VENDORS FOR SUPPLY OF PRINTED BOOKS TO LIBRARY,
INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION,
BHU, VARANASI**

Library, Inter University Centre for Teacher Education, BHU, Varanasi, invites Registration/Empanelment from the reputed Publishers/Booksellers/Distributors/Vendors for Registration/ Empanelment of authorized Vendors for supply of Print books to Library of IUCTE for the period of two financial year from the date of registration/ empanelment. This may be extendable further on the basis of performance of the supply of books in the previous periods.

INFORMATION	
Publication for Registration/ Empanelment (EoI)	09.12.2024
Last date of Submission of Sealed Application form (With, duly attested desired documents for registration etc.)	29.12.2024 Till 05:00 PM
Opening of Registration/ Empanelment	30.12.2024
Processing fee (Non-Refundable)	Rs. 1000/- (INR One Thousand Only)
Security Deposit (SD) (In the form of DD/FDR/Bank Guarantee)	Rs. 20,000/- (INR Twenty Thousand Only)
Period of Registration/ Empanelment	Two Financial Year from the date of registration with the successful Vendor.
Mode of Submission	Registered Post/Speed Post
Application form to be sent to	The Assistant Librarian, Inter University Centre for Teacher Education, BHU, DLW Road, Sundar Bagiya, Naria, Varanasi-221005, Uttar Pradesh
Application form can be downloaded from	https://www.iucte.ac.in



Registration/Empanelment of Vendors for the Supply of Printed Books to the Library of IUCTE, BHU, Varanasi-221005

The Inter University Centre for Teacher Education, BHU, Varanasi invites applications for “Registration/ Empanelment of Vendors for the Supply of Books” in the prescribed format from reputed publishers/distributors/suppliers/agency established in India, to its Library.

This Registration/ Empanelment will be valid for a period of two financial year from the date of final approval of registered/ empaneled suppliers/vendors list and it may be further extendable on the basis of performance of the supply of books in the previous periods. Interested Vendors/distributors/suppliers/agency may submit the applications along with one copy each of the requisite documents to “**The Assistant Librarian, Library, Inter University Centre for Teacher Education, BHU, Varanasi-221005**” on or before the date of submission.

1. REGISTRATION FEE, SECURITY DEPOSIT (SD)

Without the processing fees, the Registration/ Empanelment will not be considered for evaluation.

i. The Application Processing fees:

A Demand Draft (DD) of Rs. 1000/- (Rupees One Thousand Only) (Non-refundable) in the favor of “**The Director, Inter University Centre for Teacher Education**” payable at **Varanasi** is to be submitted as processing fees along with the Application form.

ii. Security Deposit (SD):

The successful vendors who so ever qualify for registration/ empanelment will have to submit the security deposit of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form DD/FDR/Bank Guarantee (BG) in the favor of “**The Director, Inter University Centre for Teacher Education**” payable at **Varanasi**.

iii. The Security Deposit will be for the period of 26 (Twenty-six) months from the date of registration/ empanelment and will be refunded/ returned to the vendor without any interest.



2. INSTRUCTIONS FOR APPLICANTS

- i. Interested vendors/distributors/suppliers/agency should submit application form in sealed envelopes super-scribing – “Application for Registration/ Empanelment for the Supply of Books”.
- ii. The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- iii. **Incomplete and conditional applications will not be considered.**
- iv. At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action, besides termination of registration.
- v. Strict discipline is expected to be maintained with respect to application for registration. No canvassing or repeated communication should be made with the library. Failing to maintain this discipline, the applicants are liable to be black-listed by the Centre.
- vi. The received application(s) after the due date and time will not be considered.
- vii. The applications will be scrutinized and shortlisted for registration/empanelment by the IUCTE Committee. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
- viii. The short-listed vendor(s)/distributor(s)/supplier(s) for registration are required to agree to supply as per the IUCTE’s “Terms & Conditions for Supply of Books (Print)” as stipulated here under.
- ix. Please go through the Eligibility Criteria for the registration for supply of printed books to the IUCTE Library before filling the application form.
- x. IUCTE may issue amendment/corrigendum to the registration document before the due date of submission. Any amendment/corrigendum will be posted on the IUCTE website (<https://www.iucte.ac.in>) only.

3. ELIGIBILITY CRITERIA

Proof of the supporting documents must be enclosed in support of the eligibility criteria mentioned below. The attested copy of relevant valid certificates/documents in support of the information furnished by the vendor must be enclosed with the registration/ empanelment proposal.

- i. The Vendors/ distributors/suppliers/agency should be an active member of national/ state trade federations like Good Offices Committee/Federation of Publishers' and Bookseller's Associations in India, etc. (Attach documentary proof)
- ii. The Vendors/ distributors/suppliers/agency should have Permanent Account No (PAN) issued by the Income Tax Department. (Attach Copy)
- iii. The Vendors/ distributors/suppliers/agency should have GST Registration certificate (Attach Copy)
- iv. The Vendors/ distributors/suppliers/agency should have satisfactorily supplied printed books



to at least 05 Government Institute/University-Central/State in last three financial year(s) ending (March 2024) for print books only (satisfactory supply certificates along with relevant order copies should be enclosed).

- v. The Vendors/ distributors/suppliers/agency should have a minimum average annual turnover of Rs. 50 Lac in the last three (3) financial years for printed books only, ending March 2024 (C.A. certificate must be attached).
- vi. The Vendors/ distributors/suppliers/agency should submit Income Tax Return (ITRs) for the last three (3) financial years ending (March 2024) (C.A. certificate must be attached).
- vii. The Vendors should be a distributors/suppliers/agency/ stockiest/ executive/ dealer/ preferred agent of the publishers. (Attached the letter from the competent authority)
- viii. Any Vendors/ distributors/suppliers/agency blacklisted by any government institutions within a period of last three years would not be considered by the Centre for the registration/empanelment. A separate undertaking must be submitted by publishers/distributors/suppliers/agency. (Furnish an affidavit of Rs.10.00 raised on non-judicial stamp paper in this regards)
- ix. All documents should be properly stamped and signed by the authorized signatory of the vendor. Without signed and stamped the proposal will not be considered.

4. **TECHNICAL PROPOSAL DETAIL**

The vendor must furnish the desired information as per **Annexure-I** and must attach all the relevant certified/ attested documents etc. in support of the information and also the Registration document with seal and signature of the authorized signatory. The above should be submitted for participating in the Registration/Empanelment. Vendors must also fill up **Annexure-II, Annexure-III & Annexure-IV** and submit them along with the Application form, else candidature will be cancelled, if not submitted in the given format.

The Registration/Empanelment process shall remain valid for a period of 90 days from the date of opening the registration/ empanelment proposal.

5. **NOTIFICATION OF REGISTRATION/EMPANELMENT**

The IUCTE will notify the eligible vendors for registration/ empanelment to supply the books on above mentioned criteria by mail or registered letter. The registered/empaneled vendors will have to send its acceptance to IUCTE within the stipulated time (one week), failing which the vendor placed in the next merit may be considered for registration.

6. **ORDER, SUPPLY, PAYMENT, etc. FOR PRINTED BOOKS**

A. General:

- i. The competent authority of Inter University Centre for Teacher Education, Varanasi reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/ arbitration.



- ii. IUCTE, Varanasi does not bind to place the purchase order to the registered/ empaneled vendors.

B. Purchase Order Process-

- i. Purchase Order will be sent to the registered/ empaneled Vendor through email/by post/by hand.
- ii. Supply of the books has to be made strictly as per the purchase orders.
- iii. The Vendor should acknowledge the receipt of the purchase orders immediately through email, as acceptance of the order.
- iv. Any clarification/query regarding the purchase order should be sought from the library (**email: library@iucte.ac.in**) within three (03) days from the date of issue of purchase Order.

C. Supply of Printed Books

- i. Consignment and mode of dispatch of the books should be to the address mentioned below:

**To,
The Assistant Librarian,
Inter University Centre for Teacher Education (IUCTE),
BHU, DLW Road, Naria, Sundar Bagiya,
Varanasi – 221005, Uttar Pradesh**

- ii. Consignment and mode of dispatch of the books should be through the registered/speed post/Registered Parcel/Courier Service/By Hand.
- iii. The purchase order will be inclusive of freight charges, loading- unloading, packing-forwarding, transit insurance etc.
- iv. Every supply should accompany with a Delivery Challan/Bill clearly bearing the details of the items supplied with quantity, unit price and total price.

D. Time Frame for Supply and Cancellation

- i. 30 days (maximum) – for Indian/ Foreign titles (if available in India) for supply.
- ii. 45-60 days (maximum) – for foreign titles (if not available in India) for supply.
- iii. However, it may be noted that at sometimes the Vendor may have to deliver the books against the instant orders.
- iv. If the requested title(s) is OFP (out of print) or POD (print on demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply (within 15 days from the receiving Purchase Order). However, the order is cancelled if not supplied within 75 days.
- v. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/ should be furnished within the due date of supply.



- vi. In case there is a delay that is foreseen in supply, the concerned registered vendor should send a communication to “The Assistant Librarian, IUCTE” explaining the same and seeking an additional required time to supply the same, at least 07(seven) days before the supply of due date.
- vii. If provided reason for delay is justified with adequate proof e.g., communication from vendors, the Competent Authority may consider extending the supply time as may deem fit.
- viii. The supply should be free of freight charges.
- ix. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. The representatives of vendors/suppliers will be responsible to arrange the books in the distribution room as per requirement of the office.
- x. Books must be in new, good and acceptable condition and not the remaindered one. IUCTE will not accept any defective books, if supplied the same has to be replaced immediately without any extra charges.
- xi. All books must be supplied within the mentioned period, failing which, the order will automatically stand canceled and no supply will be accepted against the orders after the expiry of the period.

E. Edition specifications:

- i. Latest editions of books must be supplied
- ii. By default, Indian editions and Paperback edition must be supplied.
- iii. In case of unavailability and Indian editions, supply of the available editions in lieu of the default is accepted.

F. Invoicing Procedure

- i. The Invoice should be submitted in Triplicate (03 Copies).
- ii. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- iii. Invoice or bill should be raised in the name of “**The Assistant Librarian, Inter University Centre for Teacher Education, BHU, BLW Road, Sundar Bagiya, Naria, Varanasi – 221005, Uttar Pradesh.**”
- iv. Invoice should contain the Purchase Order Number & Date, Titles, Author, ISBN, Publisher, Quantity and Price details, etc.
- v. The items in the invoice should be in the same order as given in the Purchase Order.
- vi. Bill/Invoice should possess the certificate that no other charge has been included other than the cost of the book(s) supplied.
- vii. Separate Invoice should be raised against each Purchase Order.
- viii. The invoice should have the following enclosure-
 - A certified copy of the latest Publisher’s/Distributor’s invoice copy;
 - A currency conversion proof with date;
 - Every price proof and currency conversion proof should contain seal and authorized signature of the Vendor.



G. Currency Exchange Rate

- i. In case of foreign publications, the original prices in foreign currency shall be mentioned in the Invoice along with the Indian Prices in **INR** charged in accordance with the approved date of Exchange.
- ii. Reserve Bank of India (RBI) rates applicable on the date of billing should only be followed and should be clearly indicated on the invoice.
- iii. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

H. Defective Items & Reverse Pickup

- i. Books found with wrong pages/ damaged condition/ old edition other than the latest editions/Indian reprints will have to be replaced by the supplier even after they have been stamped for accessioning. The replacement should be made by supplier at their own cost within 15 days.
- ii. Reverse pick-up of the defective books must be arranged for, within 30 days of receiving intimation from Library. Otherwise, the price of defective books will not be paid.

I. Price:

- i. The Price charged in the bills shall be the published price as printed on the book and where the price is not printed, it should be according to the price proof submitted.
- ii. Increase of price by rubber stamp or pasting labels or by superimposing or paper or changing page or otherwise, shall not be allowed. Any such action will be treated as irregular and price of the title with such irregularities will be disallowed. It may lead to the black listing and cancelation of registration.
- iii. Photocopies of publishers/ importers / distributors invoice indicating title, author, ISBN, foreign currency, clearly may be accepted as price proof.



J. Payment Terms

- i. No advance payment will be made in any case before the supply of Printed Books.
- ii. Successful vendors have to provide the Bills in triplicate against the Purchase order.
- iii. All payments shall be transferred through NEFT/RTGS/PFMS and vendors/ publishers/ distributors/ suppliers/ agency shall submit their bank details along with their bills/invoices.
- iv. Payment will be released by IUCTE within **45** days of supply of books provided by the Vendor against the Purchase Order and that the supplied books are in good condition as per Purchase Order.

K. Discount Structure

The minimum discount rates shall be applicable as under:

Sl. No.	Category of Books	Minimum Discount Rate
1.	Books by Indian/Foreign Publishers (up to 3 copies)	20%
2.	Books by Indian/Foreign Publishers (More than 5 copies)	25 %
3.	Reference/Multivolume Books (Indian/Foreign)	25%
4.	Books published 3 years before or Remainder Title (Indian/Foreign)	30%
5.	Central Govt./State Govt/Learned Societies/ other Institutional Publications	10%
6.	Items procured from abroad against specific orders Learned societies Publications/Other Institutional Publication	10%
7.	No discount Title	No discount



7. OTHER TERMS AND CONDITIONS-

a. General Terms

- i. IUCTE reserves the right to accept or reject the registration/empanelment at any stage, in part or in full without assigning any reason thereof,
- ii. IUCTE reserves the right to relax/amend/withdraw any of the terms and conditions contained in the registration document in the interest of the IUCTE without assigning any reason thereof,
- iii. IUCTE reserves the right to modify/change/delete/add any further terms and conditions at the time of execution of agreement in the interest of IUCTE.
- iv. Conditional proposals will not be considered in any case.
- v. IUCTE has all the rights reserved to procure any number of books from any of the registered vendors irrespective of their merit in the interest of the Centre.
- vi. Merely getting the registration does not ensure that the purchase order will be placed by IUCTE.
- vii. IUCTE has all the rights to procure Books from other sources any time in the interest of the centre other than the registered vendors.
- viii. Paperback edition of the books should be supplied if available, Cheaper Editions or International Editions should be supplied if available.
- ix. In case of non-availability of the above editions, then only hardbound editions and original foreign editions should be supplied. A certificate from vendor should be enclosed along with its invoices in this regard.
- x. No supplier/distributor/Vendor/Publisher shall have the sole right to supply the books. Notwithstanding the discount rate(s) so decided, the IUCTE shall have right to procure the books directly from such supplier/distributor/Vendor/Publisher on terms and conditions decided by the IUCTE.

b. Termination for insolvency

The IUCTE may at any time terminate the registration/empanelment by giving a written notice to the Vendor without assigning any reason or without compensation. If the Vendor become bankrupt or otherwise insolvent as declared by the Competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

c. Force Majeure

- i. Should any force majeure circumstance arise, each of the registered Vendor should be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected Vendor within fifteen days of its occurrence informs in a written form by the other party.



- ii. Force Majeure shall mean fire, flood, natural disaster or other act such as was, turmoil sabotage, explosion, epidemics, quarantine restriction, strikes and lock outs i.e., beyond the control of either party.

8. Penalty Clause

In case of delayed delivery of the books beyond Seventy-five days, a penalty of security deposit will be forfeited. However, if the Vendor seek additional time beyond the stipulated time, then the Vendor need to send a written request with valid reasons for such extension, to the Assistant Librarian. The Assistant Librarian may take the permission from the competent authority for consideration. The IUCTE may or may not grant extension in the interest of the University.

9. Arbitration/Jurisdiction

- a. In the event of arbitration or any dispute arising under the registration, the decision of the Director, IUCTE will be binding on both the parties.
- b. In case of litigation, the court of District Court Varanasi (Uttar Pradesh) alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than District Court Varanasi (Uttar Pradesh) shall have jurisdiction in the matter.

Date: 09.12.2024

(Dr. Nand Lal)
Senior Administrative Officer



ANNEXURE-I

**APPLICATION FORM FOR REGISTRATION/ EMPANELMENT OF VENDORS FOR
SUPPLY OF BOOKS (PRINT)**

(Please read the "Term & Condition" carefully before filling the form)

(Strike off whichever is not applicable)

To,
The Assistant Librarian
Inter University Centre for Teacher Education,
BHU, Sundar Bagia, Naria, BLW-Road,
Varanasi - 221005, Uttar Pradesh

Sir,
In response to your advertisement for Registration/Empanelment of Booksellers/ Distributors/
Vendors for supply of printed books at IUCTE, I, the authorized signatory on behalf of the firm,
hereby furnish the desired information, along with the relevant certified documents.

1	Name of the Firm:	
2	Complete Postal Address:	
	Contact No	
	Website (If any)	
	Mobile No.: (Authorized signatory)	
	E-mail address	
3	Date of Establishment of Firm (Attach Copy)	
4	Name of the Proprietor/Director	
5	Name of Partner(s) (if any)	

अन्तर विश्वविद्यालय अध्यापक शिक्षा केंद्र

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	Please tick mark and provide document proof of your membership in any of the following associations:	
6	(a) Good Offices Committee (GOC)	[Yes/No]
	(b) Federation of Publishers' and Booksellers' Association of India (FPBAI)	[Yes/No]
	(c) Any other State/National Association (s) of Book Suppliers	[Yes/No]
7	PAN No. (Attach Copy)	[Yes/No]
8	GST No. (Attach Copy)	[Yes/No]
9	Annual turnover of the firm, for supply of printed books only, for the last three consecutive financial years (attach proof)	
	i.	
	ii.	
	iii.	
		Total:
	Average:	
10	Are you a distributor/dealer/stockiest/exclusive or preferred agent of any publisher? (If so, please attach copies of the authorization letters issued by the publishers along with details of your distributor/dealer/stockiest/exclusive or preferred agent/s)	[Yes/No]
11	Is the firm Income Tax payee? (If so, please attach one copy of each Income Tax Returns of last three consecutive years)	[Yes/No]

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12	Minimum five (05) references of the libraries of reputed Government Institution/Universities-Central/State with whom you are already registered. (Attach related documents)	1)	
		2)	
		3)	
		4)	
		5)	
13	Affidavit of Rs.10.00 on non-judicial stamp paper of acceptance of supply Term and Conditions and Declaration of not debarred, terminated, dropped or black listed in any Institute/University or Government library in last three years mentioning Registration number and Date.		[Yes/No]
14	Details of a non-refundable registration fee as DD of Rs. 1000/- (Rupees One Thousand Only) for registration drawn from any nationalized bank in favour preferably SBI of “ The Director, Inter University Centre for Teacher Education ” payable at Varanasi .		
	Details of Fee as Demand Draft		
	i.	Name of the Issuing Bank	
	ii.	DD No. & Date of Issue	
	iii.	For Rs.	
iv.	Drawn on		
15	Details of a SD as DD/FDR/Bank guarantee of Rs. 20, 000/- (Rupees Twenty Thousand Only) drawn from any nationalized bank in favour preferably SBI of “ The Director, Inter University Centre for Teacher Education ” payable at Varanasi .		
	Details of SD as DD/FDR/Bank guarantee		
	i.	Name of the Issuing Bank	
	ii.	DD No. & Date of Issue	
	iii.	For Rs.	
iv.	Drawn on		



DECLARATION BY VENDOR

I/ We (Names of proprietor(s)/ partner or shareholders) hereby declare that the information provided in this application form are true to best of our knowledge and that we shall be bound by the acts of duly constituted attorney. Further, it is to declare that I have perused all the terms and conditions mentioned in this Registration, and are clear and acceptable to my /our Firm/Organization.

I/ We also hereby declare that all matters related to IUCTE, Varanasi shall be treated as confidential and no information shall be passed on to any authorized person without written permission of the Competent Authority.

Mr. whose signature(s) are appearing below is/are the authorized representative(s) of the form.

16 I/ We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

I/ We assure that if registered, the firm will serve the Institute for a minimum period of two years.

I/ We have read and understood all the “**Terms and Conditions**” of Registration/Empanelment Notice Ref. No. IUCTE/Lib./Vendor/Reg./2024-25/01 dated. 09.12.2024 and consciously agree to abide by them.

Date:

Signature of Authorized Signatory of the Firm

Place

Seal of Firm

List of Reputed Libraries for Book Supply

Sl. No.	Name of the Client (Any Govt. Institution/ University- Central/State)	Order Copy Enclosed (Y/N)	Satisfactory Supply Certificate enclosed (Y/N)	Order Date
1.				
2.				
3.				
4.				
5.				

Enclosure of Documents

Sl. No.	Details of the Document	Number of Page	Enclosure Page No.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Check List**Please verify the following documents before sending (To be attached)**

- | | |
|---|-----|
| 1. Acceptance of supply Terms and Conditions (mentioning Registration Notice Reference number and date) and declaration of not debarred, terminated, dropped, or black listed in any Institute/Universities or govt. libraries in the last three years on a non-judicial stamp paper of Rs. 10.00. | [] |
| 2. Copy of fee details of depositing Rs. 1000.00 through Demand Draft. | [] |
| 3. Details of Security Deposit (SD) of Rs. 20,000/- through DD/FDR/BG | [] |
| 4. Annual turnover of last three Years (ending with March 2024) | [] |
| 5. Certificate of Firm's registration | [] |
| 6. Proprietorship Certificate | [] |
| 7. Copy of PAN/GST of the firm | [] |
| 8. Membership Certificate (at least one) | [] |
| i) Good Offices Committee (GOC) | [] |
| ii) Federation of Publishers' and Booksellers' Association of India (FPBAI) | [] |
| iii) Any other State/National Association (s) of Book Suppliers | [] |
| 9. Authorization Letters of supplying books/stockiest/exclusive supplier issued from publisher(s). (If applicable) | [] |
| 10. ITR of last Three years | [] |
| 11. Five (5) reference credentials issued from libraries of reputed institution/Universities with whom vendor is registered (Letter or Purchase order) | [] |
| 12. Complete bank details along with one cancelled cheque | [] |
| 13. Any other important documents | [] |