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University Information Resources Centre (Library)
GGG Indraprastha University, Dwarka, New Delhi 110078

Guidelines, and Terms and Conditions for Book Vendors/Suppliers

A. Terms and Conditions

1. Librarian will place the orders against recommended book indents received from Schools/Centres.
2. Registered empanelled publishers/vendors may also keep their current publications in library with approval memo containing complete bibliographical details along with price proof for consideration and recommendation by the faculty. Duplicate and unapproved books shall be returned at the time of placing orders. It may be noted that it is not incumbent on the library to select/buy any book kept for approval and all the books may be returned.
3. Vendor/supplier shall normally collect supply orders from the library and also give acknowledgement of the receipt of supply orders with date and stamp.
4. Unless, otherwise mentioned/stated, latest editions, latest reprints and revised editions of the publications shall only be supplied.
5. If any publication ordered herein is available for sale as an Indian edition/ paperback/ special/low priced edition/student edition/Asian/International editions, then the edition available in cheaper rate should be supplied and a certificate to that effect appended.
6. Books priced in foreign currencies, may be converted to Indian rupees on prevailing RBI/ Nationalised Bank conversion rates of date of supply orders (or any bank authorized by it to transact in foreign currencies). Attested copy of the bank conversion rates shall be enclosed by the vendor/ supplier
7. The vendor/supplier shall certify on the bills/invoice that:
 - Only the latest editions of the books have been supplied.
 - Prices charged are as per Current Publishers Catalogue/ Current Publishers Invoice/ Current Import Invoice/ Current Distributors' Invoice etc. as per the case.
8. Category-wise Separate bills shall be raised for books priced in Indian rupees and books priced in foreign currencies.
9. Pre-receipted bills in triplicate (of A-4 size approx.) shall be raised in the name of Librarian, GGS Indraprastha University, Dwarka, Sector 16-C, New Delhi. These must be legible and type written. Bills shall carry PAN and the other necessary certificates. These shall also be supported with valid and satisfactory price proofs, proof of conversion rates etc. Two copies of supply order should be appended /brought along with the deliveries.
10. The publication supplied shall be in a good condition without any defects. These shall be replaced by the Vendor if any defect in condition comes to the notice of UIRC.

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11. The vendor/supplier has to honour the order for supply of books and the like material as per the supply order, irrespective of number of copies.
12. In case of excess and repeat supply by the vendor against any order, library shall make the payment only against the supply order/s given to the vendor.
13. In rare cases, if books/volumes are found already available in Library, especially in case of reference books, the same may be returned even after supply.
14. Empanelled vendors/publishers do not have any legal right to supply books or any specific publication/s of their own choice/volition. Library reserves all the right-
 - To procure books/ publications from any of the empanelled supplier/publisher within or outside the panel.
 - To distribute the number of publications/titles among the empanelled vendors/publishers.
 - To take appropriate action in case of any discrepancy, intentionally or unintentionally by the vendor/supplier.
 - To change any or all of the above terms and conditions at any time.
15. The University Librarian's decision in all the matters of procurement of books shall be final and binding on all concerned.

B. Price Proof of Books

1. The vendor shall provide attested copy of valid Current Publisher's import invoice without tampering, as price proof in case of Foreign Publications.
2. The vendor shall provide attested copy of valid Current Publisher's catalogue or Current Publisher's invoice without tampering, as price proof in case of Indian Publications.

C. Delivery of Books

1. The vendor/supplier shall supply all the books ordered by the University from the respective publishers and supply the same preferably by hand delivery to the University within the stipulated time i.e. 8 weeks in case of foreign publications and 4 weeks in case Indian publications. A grace period of one month may be allowed in case of genuine problem and with the permission of Librarian.
2. The supply order would stand cancelled on the expiry of supply period. In case of any discrepancy in supply (in terms of titles, number of copies, prices and documents), decision of University Librarian will be final and no correspondence will be entertained in this regard.
3. Vendor shall have to give supply of ordered books within the stipulated time and before the end of financial year whichever is earlier. UIRC will not accept supply of books in the next financial year even for ordered books.

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D. Discount on Books

Minimum discount to be given on the supplies by the Vendors is given in Table 1.

Table 1

Sl. No.	Book Type Category	Discount (%)
1.	Indian Publications	21
2.	Foreign Publications	22
3.	Remainder Foreign Publications	30
4.	Publications available in Electronic Media(CD-ROM etc)	20
5.	Low Discount Publications (with certificate from Publisher/ Publisher Invoice)	10
6.	Central Government/ State Govt. Publications/ Learned Societies / Other Institutions Publication (with certificate from Publisher/ Publisher Invoice)	Nil
7.	No Discount Publications (with certificate from Publisher/ Publisher Invoice)	Nil

E. Penalty

1. The vendor who failed to make any supply in a year may be debarred for one year period besides forfeiture of his security deposit.
2. The vendor who fails to supply at least 60% of the Purchase Order in a financial year, the **Security Deposit** of the vendor shall be forfeited by the university.

F. Security Deposit

A registered successful vendor/ supplier (to whom the book supply orders will be placed) will have to submit Pay Order/ Demand Draft of an amount of Rs 20,000/- of any Nationalized Bank as security deposit for specific agreement period.

G. Payment

Payments against the bills of the receipt of the books shall be made as per the University rules.

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H. General

In the case of any disputes or misunderstanding, the decision of the University shall be final and binding to the supplier including fixing of penalty for any violation of terms and conditions.

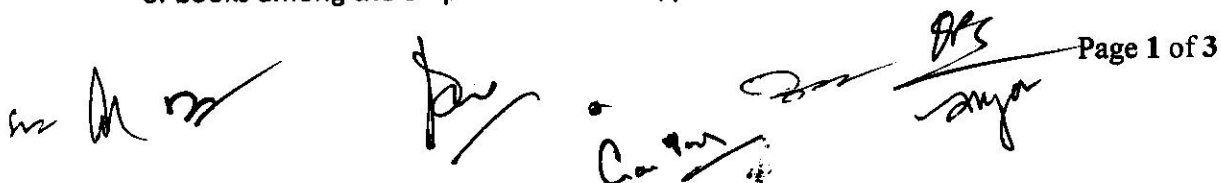
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**Guru Gobind Singh Indraprastha University
University Information Resources Centre**

Instructions for Vendors

1. Leading vendors/ publishers can submit the Form up to 4:00 PM of _____ , 2019 for the purchase of books and the like documents to the UIRC, GGSIPU (in case of publisher only those publishers will be considered who can directly supply and bill to library without involving any vendor or agent).
2. Vendors who have established office and are also income tax assesses/ payee shall be eligible to submit the Registration Form. Documentary proof, there of, should be enclosed. Delhi based vendors or having offices in Delhi will be preferred for registration
3. Certificate of Authorized Vendor/Agent given by the publishers must be enclosed with Form.
4. Form without registration fee will be summarily rejected and no correspondence will be entertained.
5. The officer concerned of Acquisition Section will scrutinize the Prescribed Forms deposited by the vendors/publishers as per terms & conditions and the Book Purchase Policy Committee will randomly check the selected vendors. After that, panel will be approved by competent authority. Once terms and conditions finalized, more vendors can be registered and added to panel after every three month/ six months/(as and when required) and the revised panel will be approved by the competent authority.
6. RBI/ Nationalized Bank conversion rates will be applicable in case of foreign publications. The date of supply order will be considered for conversion.
7. Once the Form is accepted by the G.G.S.Indraprastha University, an agreement regarding supply of books will be signed by the vendors/publishers.
8. Empanelled vendors/publishers have to honour the order for supply of books and the like material as per the supply order, irrespective of number of copies.
9. Librarian, GGSIPU reserves all rights to distribute the number of publications/titles of books among the empanelled vendors/publishers.

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10. Empanelled vendors/publishers shall not have any legal right to supply books or any specific publications of their own choice.
11. Vendor should provide
 - a. Current Publisher's invoice without tampering, as price proof in case of Foreign Publications.
 - b. Current Publisher's catalogue or latest Publisher's invoice without tampering, as price proof in case of Indian Publications.
 - c. Indian, cheap, paperback and international student editions will be accepted and given preference.
12. In case of any discrepancy, (intentional or unintentional) by the vendors, in supply of book(s) or bill UIRC, G.G.S.I.P. University reserves the right to take appropriate action.
13. Librarian, GGSIPU reserves right to cancel the registration of vendor(s) without assigning any reason.
14. Interested vendors can obtain Prescribed Registration Form from UIRC (library), GGSIPU by depositing a non-refundable D.D. of Rs.2000/- in favour of 'The Registrar, G.G.S. Indraprastha University Dwarka, Sector 16-C, Delhi-110078' or can download the Prescribed Registration Form from University website (ipu.ac.in) and deposit a non-refundable D.D of Rs.2000/- in favour of 'The Registrar, G.G.S.Indraprastha University Dwarka, sector 16-C, Delhi- 110078' along with duly filled Form. Form without registration fee will not be entertained .It will also not be refunded in case of incomplete and rejected forms.
15. Form will be submitted in a sealed envelope containing the following:
 - a) Prescribed Registration Form
 - b) DD of Rs.2,000/- (if downloaded)
 - c) Prescribed Registration Form
 - d) List of Libraries where books are supplied (if applicable)
 - e) Proof of Annual turnover & copy of PAN Number
 - f) Documentary proof of office
 - g) Certificate of Authorized Vendorship
 - h) Copy of affiliation certificate as at Sr. No 9 of Vendor Registration Form Form

[Handwritten signatures and initials]

Envelope may be put in the box placed in UIRC (Library office) of the University by 4:00 PM of _____, 2019 or sent by Registered / Speed Post/ Courier to be received on or before the specified date and time. Registration Forms received after the due date and time will not be entertained, even though the post might have been sent before the due date. Thus delayed received Forms (in any respect) will not be accepted.

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Guru Gobind Singh Indraprastha University University Information Resources Centre

Vendor Registration Form for Book Supply in UIRC (Mandatory to fill the all columns)

1. Name of Firm/Agency : _____

2. Type of Vendor: Please tick appropriate

Publisher	Importer	Distributor	Supplier	Facilitator

If publisher, are you able to Supply books & bill directly to Library without involving any agent or vendor? Yes/No

3. Name of Partners/Directors: _____

4. Address (Office) : _____

(Residence) : _____

5. Telephone (Landline) : _____ Fax: _____ Mobile: _____

Email : _____

6. Area of specialization: * (Mandatory requirement for Vendorship)

Engineering , Basic Sciences, Environment Management, Disaster Management, Biotechnology, Pharmacy	Architecture and Planning	Management Studies	Law and Legal Studies	Humanity and Social Sciences, Mass Communication, Education	Books in Hindi and in other Indian Languages	Miscellaneous Books including Reference Books, General Books and books not covered in the above categories

(Please specify areas with priority number e.g .1,2,3)

7. Dealing with Foreign Publishers (List of Publishers): Enclosed

Yes/No

➤ Are you able to provide latest Publisher's invoice without tampering as price proof in case of Foreign Publications? Yes/No



8. Dealing with Indian Publishers (List of Publishers): Enclosed

Yes/No

- Are you able to provide latest Publisher's catalogue or latest Publisher's invoice without tampering as price proof in case of Indian Publications? Yes/No

9. Affiliated with (Please tick):

- a) Federation of Publishers & Book-Sellers Association of India, (FPBA): Yes/No
If Yes, Registration Number:
b) Delhi State Book Sellers and Publishers Association (DSBPA): Yes/No
If Yes, Registration Number:
c) Association of Indian Publishers & Book Sellers: Yes/No
If Yes, Registration Number:

10. PAN Details : _____

11. Annual Turnover (for last three Years as per applicable):

2018-19 Rs. _____
2017-18 Rs. _____
2016-17 Rs. _____

(Please enclose photocopy of balance sheet duly certified by Chartered Accountant)

12. List of ten major libraries to whom the 60% (or more than 60%) books are being Supplied (Please enclose the list in order of volume of business and self attested certificate of successful supply of 60%or more books to library including total no. of books ordered and supplied and amount received in rupees): Enclosed Yes/No

13. Amount of business with single library (Number of books, amount of rupees ,Library name):

Enclosures: 1. _____
2. _____
3. _____

14. Whether involved in any litigation? Yes/No
If yes, give details of the case. (undertaking to this effect to be enclosed)

15. Whether Blacklisted/ debarred by any library/ Govt. Department. Yes/No
If yes, give details. (undertaking to this effect to be enclosed)

16. Details of Registration Fee (Rs.2000/-)

Draft (Original) and Draft Number:

Bank:

Date of Issue:

Whether enclosed or not: yes/No

(PI Note: Form without registration fee will not be accepted)

Signature of Director or Representative
(With seal)

Full Name of Representative

