



Library

Book Purchase & Essential Terms and Conditions for Vendors/Suppliers:

1. Ambedkar University Delhi Library (AUD Library) invites applications in the prescribed format from interested book suppliers based in Delhi and NCR fulfilling the following terms and conditions:

- i. They should be in the field of book supply for at least five years.
- ii. They should be serving libraries of standing like Central Universities, national level education and research institutions at least for five years and continue to be providing the services with good standing.
- iii. They will be representing the entire gamut of subjects, publishers and languages of interest to the AUD community.

2. The vendors have to get themselves empanelled with AUD, for that an advertisement in the News paper and AUD Website will be issued by Registrar. All interested vendors will have to deposit EMD of Rs.10000/- and a non-refundable fee of Rs. 1500/- towards Application fee while submitting application for empanelment.

3. The Successful vendors who are approved for the empanelment will be required to submit a security deposit of Rs. 10,000/- by way of conversion of EMD. For unsuccessful vendors EMD will be returned.

4. All successful vendors who fulfil the AUD terms and conditions for empanelment will be informed by the AUD by a letter to this effect. The vendors will be required to accept AUD terms and conditions will be placed on the panel for period of one year and can be extended for a further period of one year based on the satisfactory performance.

5. On Empanelment: After receipt of empanelment letter Vendor/ Publisher eligible for quoting rates as and when asked for. The empanelment shall be for a period of one year, which can be extended for one more year. The AUD Library places orders for supply of books only with empanelled book suppliers or directly with the publisher. The suppliers empanelled shall visit the AUD campus and interact with teachers and academics on a regular basis on appointment to assess their requirements, show newly published books and catalogues of their interest and collecting requisitions for purchase of books in the requisition format. They may also be asked to arrange for book exhibitions and displays in the campus as per the AUD's requirements. They may also be directed to supply books which the University or AUD Library would identify through other channels.

6. Empanelled Vendors/Publishers who fail to supply book after receipt of order within a specified period his order will be cancelled and Security Deposit (EMD) amount will be forfeited and their name will also be struck from the roll of empanelment.

7. Mere fulfilment of eligibility conditions prescribed does not entail a supplier to be included in the panel. Decision of the AUD in all matters related to empanelment shall be



final.

8. The Vendors shall submit the copy of their current years' IT return and PAN/TAN number in the prescribed application form along with the address proof. Incomplete applications will be rejected.

9. Discount Rates:

The vendor is required to quote discount rate in respect of following:

Sl. No.	Items	Minimum Discount
1.	English Medium Books (Foreign/Indian)	20
2.	Hindi Medium Books	30
3.	Books in Indian languages other than Hindi	20
4.	Books in Foreign Languages other than English	10
5.	Central Govt./ State Govt. Publications	10
6.	Short Discount Titles (Handled on a case to case basis)	-
7.	No Discount Titles (10% handling charges on request)	-
8.	Books procured from abroad against specific orders	20
9.	Learned Societies Publications/Other institutional	10
10	Remainder Books / Foreign English Medium Books Published more six years ago	50
11	Foreign English Medium Books Published more three years ago	30
12	Reprint Editions/ Low Priced Publications published in foreign countries/ published in India	20
13	Multi-volume sets of Indian English Medium Books	35
14	Multi-volume sets of Foreign English Medium Books	35
15.	Reference Sources (published in foreign countries/ published in India)	20

10. The vendors will be required to quote maximum discount allowable by them in the application/documents.

11. Publishers/ Distributors/ Agents are encouraged to apply for all the above categories as finalized by the Library Committee. However, they can apply for specific area or subject or discipline or languages, in case of operational difficulty.

12. Exchange Rates: The Publisher/ Distributor/ Agent shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates by the National Bank/ RBI applicable on the date of placing order for books by AUD

13. No Supplier shall have the sole right to supply books/ publications. AUD Library reserves the right to procure books/publications with any of the empanelled suppliers or



suppliers/publishers outside the panel.

14. Once vendor has been empanelled the following methods will be used to procure books:

(a) If a faculty member wishes to select certain books offered by an empanelled Publisher/Distributor/ Agent, approval of the respective Dean needs to be obtained for the same. Thereafter, an order will be given by the Librarian to that empanelled Publisher/ Distributor/ Agent for supply of books at discounted rates, as quoted at the time of empanelment.

Enquiry on availability of books:

(b) For procurement of books directly by the library on written recommendations of faculty etc, the librarian will place an enquiry with minimum five/six empanelled vendors or more based on his judgement for the required titles and number of copies of each thereof, by email.

(c) The empanelled vendors have to respond within two working days only by email only with the following details:

(i) Number of copies available;

(ii) Unit price (in original currency)

(iii) Discount offered (The discount can be revised upward only from pre-committed discount);

(iv) Shipping time/supply time

(v) Validity of quoted price(s), etc.

A proforma for the same will be provided to the empanelled vendors.

Purchase order:

(d) The library will place purchase orders with the empanelled vendor(s) offering the lowest price and/or the highest discount, and minimum time period as applicable, for the available latest/Indian edition/PB. The vendor is required to quote discount rate over and above the minimum (Base Level) discount as under:

(e) If two or more empanelled vendors offer the same discount and/or the lowest price/or same time period, an approximate equal distribution of the purchase order(s) will be made among them.

(f) Supply of books has to be made strictly against the purchase orders only.

(g) Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.

16. Books, if found duplicate, may be returned even after supply and the corresponding amount will be adjusted from the total bill at the time of payment.

17. Condition for cancellation of the released purchase orders:

(a) If the empanelled vendor(s) to whom the order has been placed fail to supply the entire order or any part of the order within the stipulated time without providing



satisfactory justification for such delay, the empanelled vendors will be charged with liquidated damages at the rate of 5% to 10% (maximum) of the value of the order not fulfilled.

(b) Thereafter, the AUD reserve the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their side. In addition the amount Security Deposited will be forfeited.

(c) The decision of accepting supply of cancelled titles is at the sole discretion of the AUD and decision of the competent authority of AUD shall be final in this regard.

18. Only latest and economical editions/soft bound/paper bound are to be supplied, if not otherwise specified.

19. All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the book shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the Books in Print or such bibliographical list or third party invoices reflecting the price of the book will be acceptable to the AUD in support of price verifications.

20. Supplier should certify in the invoice/bill that the latest editions are supplied and current prices are charged and if hard bound/cloth bound is supplied, then there is no any economical editions/soft bound/paper bound is published.

21. The supplier shall submit the approval memo containing the complete bibliographical details of the document(s) in original along with (electronic file). The supplier should ensure that name, designation and department of recommending authority are clearly mentioned on the approval memo.

22. The AUD decision in all the matters of procurement of books shall be final and binding on all concerned.

23. The AUD reserves the rights to change any or all of the above terms and conditions.

24. All Legal disputes, if any, shall be settled in Delhi.

Approved in the Library Committee Meeting dated 20/11/2015