

**Bharat Ratna Dr. B. R. Ambedkar University, Delhi (AUD)
Library
2014-2015**

Terms and Conditions for Empanelment of Book Suppliers and Journal Suppliers

1. Essential Conditions: Ambedkar University Delhi Library System (AUD Library) invites applications in the prescribed format from interested book suppliers based in Delhi and NCR fulfilling the following terms and conditions:
 - i. Suppliers should be members of registered national/state trade federations like AIPB, FPBA, DSBPA, etc.
 - ii. They should be in the field of book supply for at least five years.
 - iii. They should be serving libraries of standing like Central Universities, national level education and research institutions.
 - iv. They will be representing subjects, publishers and languages of interest to the AUD community.
2. On Empanelment: Every bookseller/Vendor/Publisher/Distributor shall have to register with AUD Library before undertaking the business. The empanelment shall be for a period of one year, which can be curtailed/enhanced depending upon the requirement. The AUD Library places orders for supply of books only with empanelled book suppliers. The suppliers empanelled shall visit the AUD campuses (Kashmere Gate and Dwarka) and interact with teachers and academics on a regular basis 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.

Suppliers entering the panel, while remaining inactive for a period of one year, may be automatically excluded from the panel.
3. 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.
4. 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.
5. Discount Rates:
 - i. The discount rates may vary at the discretion of the AUD authorities and shall be acceptable to empanelled suppliers.

ii. Discount Rates: The following discount rates will be applicable for purchase of books in Ambedkar University Delhi Library System:

Sl. No.	Items	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)	0%
7.	No Discount Titles (10% handling charges on request)	0%
8.	Books procured from abroad against specific orders	15%
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	15%
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)	15%
16.	Publications available in electronic medium	10%

6. Exchange Rates: The vendor shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates as per National Bank or Reserve Bank of India.

7. 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.

8. The firm order shall be acknowledged and executed within the specified date or within a fortnight, failing which, it would be deemed to be cancelled.

9. Books, if found duplicate, may be returned even after supply.

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

11. 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 prints 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.

12. Supplier should certify in the invoice/bill that the latest editions are supplied and current prices are charged.
13. The AUD decision in all the matters of procurement of books shall be final and binding on all concerned.
14. The AUD reserves the rights to change any or all of the above terms and conditions.
15. All Legal disputes, if any, shall be settled in Delhi.