



## **Empanelment Notice**

**Dated:- 01.04.2015**

Bharat Ratna Dr B. R Ambedkar University Library invites applications from book suppliers registered with national/state federations, having book supplying experience to Central/state Universities, national/ research institutions in various disciplines. The filled application form with enclosures may be submitted latest by **15th April, 2015** to the University Librarian, Ambedkar University, Lothian road, Kashmere Gate, Delhi-11006 .The terms and conditions are given below.

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1. I.T Department for display on website.

**Librarian**

**Bharat Ratna Dr. B. R. Ambedkar University, Delhi (AUD)  
Library  
2015-2016**

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** years, 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 campus, Lothian Road, Kashmere Gate, Delhi 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 fulfillment 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. Note with standing the discount rates so decided, the AUD Library shall have the right to procure books/publications at a higher rate(s) of discount.

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)	15%
2.	Hindi Medium Books	30%
3.	Books in Indian languages other than Hindi	15%
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	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	Not yet fixed
14.	Multi-volume sets of Foreign English Medium Books	Not yet fixed
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. Cost of the book/title mentioned at the time of approval would only be payable. For any variation in the cost fresh approval from the concern faculty/Dean would have to be taken for the same.
  14. Vendor shall mention year of publication on the bill/invoice.
  15. Serial Number mentioned for each book in the purchase order should also be mentioned in the bills.
  16. Library do not accept any bill without mentioning year of publication of the ordered book/titles on the bill as well as publishers invoice as price proof with attestation at the time of delivering the order.
  17. At the time of supply of ordered books the supplier would required to come with a photocopy of ordered purchased order and also submit a Status-Report against the same order, mentioning the titles which are already been supplied and which remains to be supplied.
  18. 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.
  19. The AUD decision in all the matters of procurement of books shall be final and binding on all concerned.
  20. The AUD reserves the rights to change any or all of the above terms and conditions.
  21. All Legal disputes, if any, shall be settled in Delhi.

**University Librarian**

**Bharat Ratna Dr B R Ambedkar University, Delhi (AUD)  
Library  
Application form for Empanelment as Book Supplier**

1. Name of the Proprietor/Partner/Director:
2. Name of the Firm (with complete postal address, fax, telephone, mobile, email):  
(Email and Mobile are necessary):
3. Year of starting of the Firm:
4. PAN/TAN No. (enclosed copy of PAN Card):
5. Member of the Publishers' Associations (enclosed copy of membership):
6. Annual Turnover signed by Chartered Accountant for (Please attach IT returns certified copied showing turnover for the last three years) signed by Chartered Accountant:-

Financial Year			
Turn Over			

7. Important University Level Clients (attach at least one copy of the latest purchase Order from each of them):
8. Please furnish an undertaking on your company letter head that you have not debarred/blacklisted from any Govt., Semi Govt, Aided, University or any other agency.
9. Major Publishers represented :



10. Important Subject Areas:

11. Languages you are dealing with (Use additional sheets, if required):

12. Please furnish an under taking on company letter pad that you have not debarred/ blacklisted from any organisation/agency.

13. Declaration: The information provided above is true to the best of my knowledge and belief. I shall be liable to action for any incorrectness found at any time. I undertake to intimate any change in the above information. I have carefully read the terms and conditions for registration and supply of books to the AUD and shall abide by them while supplying books to AUD. I have not been debarred by any Institution for supply of books.

Signature with Date and Seal

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