



Dhanvantri Library, University of Jammu, Jammu

No:

Date:

Head

Department of

University of Jammu

Subject: Terms and Conditions for the Supply of Books (2023-24)

Sir/Madam,

Please find herewith the copy of Terms and Conditions (Annexure A) to be followed to purchase books for the Financial Year 2023-24 from the empanelled vendors (Annexure B).

Yours sincerely

SD/-
(Dr. Vikram Singh Sahi)

Librarian

TERMS AND CONDITIONS FOR THE SUPPLY OF BOOKS
FOR THE FINANCIAL YEAR 2023-24

1. Supply of books (F.O.R. University of Jammu, Jammu and / or Departmental Libraries / Offsite Campus) will be made only by Registered Post / Courier or through messenger at the cost of Firm/Agency.
2. A minimum discount for the purchase of books has been fixed as 25% on the publisher's price except Govt./Society/Institutional publication for the current financial year i.e. 2023-24.
3. Books shall be supplied in appropriate physical condition. Damaged/Defective copies shall not be accepted and will be returned at the cost of Firm/Agency.
4. The books must be supplied within 30 days, failing which the order will be treated as stands cancelled. In case the book has to be procured from abroad, the time period will be 60 days.
5. Only latest edition are to be supplied except mentioned, otherwise, the price charged must be according to Publishers catalogue.
6. The bill should be accompanied with price proof wherever the price is not printed on the book.
7. The following certificates/essential numbers shall be recorded on the bill:-
 - a. PAN/TAN Number of the Firm/Agency.
 - b. Latest editions are supplied.
 - c. Approved discount is applied on the purchase order.
8. In case of Foreign publications, the original price in the foreign currency shall be mentioned in the bill along with the rupee prices charged in accordance with the approved rate or exchange as on the date of billing.
9. Tagged prices on the books are liable to be rejected.
10. Discount on the total bill will be accepted.
11. The supplier shall undertake to refund the amount, if charged in excess than the approved price of books.
12. The payment shall be released after the receipt of books and their technical verification/accessioning by the Dhanvantri Library, University of Jammu.
13. Supplier shall furnish an undertaking on affidavit to the effect that the Firm has not been declared as defaulter by the University/Institution related to the procurement or Books/Journals Magazines etc.
14. Firm has to submit the bills in triplicate quoting supply order No. & Date.
15. The Librarian, reserves the right to withdraw/cancel/reject/modify order without assigning any reasons.
16. In case of any dispute, jurisdiction for legal proceedings shall be restricted only to the Court at Jammu, J&K UT.

Sd/-
(Dr. Vikram Singh Sahi)
Librarian