



UNIVERSITY OF JAMMU

Baba Saheb Ambedkar Road, Jammu Tawi (J&K)-180006 (INDIA)

C I R C U L A R

It is circulated for the information that the Hon'ble Vice Chancellor, University of Jammu has approved the following **Terms and Conditions** for the supply of books for the financial year **2025-26** for strict adherence in the University of Jammu;

1. Supply of books (F.O.R. University of Jammu, Jammu / Departmental Libraries / Offsite Campuses will be made only by Registered Post / Courier or through messenger at the cost of Firm/Agency.
2. Books are purchased only from empanelled suppliers /vendors after the recommendation of the DAC/books selection & purchase committee.
3. The Income Tax Returns (ITRs) for the last three financial years, along with a minimum of two supply certificates from the past two years demonstrating successful deliveries to reputed universities, must be submitted.
4. Local authors are exempted from empanelled process and can submit their bills as per the Terms & conditions of the University of Jammu only after the duly recommendation by DAC and Dean concerned.
5. Books to be purchased under project grants, seed grants or any other grants , should be routed through the departmental library and thereafter forwarded to the Dhanvantri Library for accessioning and further processing
6. At least 25% discount and over & above on all types of books except Govt/Society/Institutional publication for the current financial year 2025-26.
7. 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.
8. It is mandatory for all the departments to obtain estimate of discount on each book likely to be purchased from all the empanelled vendors and a copy in this regard be provided to Dhanvantri Library before processing the bills.
9. The books must be supplied within 30 days, failing which the order will be treated as cancelled. If the vendor is unable to supply the books, they must notify the concerned authority within the first 15 days. In case the book has to be procured from abroad, the time period will be 30 days.
10. Only latest edition are to be supplied except mentioned.

11. The following certificates/essential numbers shall be recorded on the bill:-

- PAN/TAN Number of the Firm/Agency.
- Latest editions are supplied.
- Approved discount is applied on the purchase order.

12. All the books shall be supplied along with authentic price proof of only publishers in case of foreign books and in case of those Indian books where the price is not printed on the book shall be submitted an authenticate document in support of price verification.

13. In case of foreign publications, the original price in the foreign currency shall be mentioned in the bill along within the RBI rate of exchange as on the date of billing.

14. Only prices clearly printed on the books will be accepted; **tagged prices will be strictly rejected**. Where no printed price is present, submission of valid and verifiable price proof is compulsory.

15. The supplier shall undertake to refund the amount, if charged in excess than the approved price of books.

16. The payment shall be released after the receipt of books and their accessioning by Dhanvantri Library, University of Jammu.

17. 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.

18. Firm has to submit the bills in triplicate quoting supply order no. & Date.

19. Before placing the order, discount rates over & above of 25% shall be obtained from empanelled vendors and comparative statement of the same shall be made, In case where multiple vendors offer the same discount rate, the committee of the respective department will determine the vendor to be awarded the order. Based on the comparative statement, the supply order will be placed with the vendor according to the following order of priority:

- Vendor offering the maximum discount.
- Vendor supplying the highest number of books as per the requisition list.

20. The bill is to be submitted in the Acquisition Section of Dhanvantri Library only after classification & creating the below mention no. on LIBSYS-10 software by the department library professionals

- Control no
- Approval no
- Order no.

(Clearly mention) on each bill for further processing.

21. Library professionals working in the department libraries will execute all terms & conditions before sending bills in Dhanvantri library for final processing.
22. The Librarian, reserves the right to withdraw/cancel/reject/modify order without assigning any reasons
23. In case of any dispute, jurisdiction for legal proceedings shall be restricted only to the Court at Jammu, J&K UT.

25/07/25
REGISTRAR 4/7
B. y

No. Estab/25/7669-7768

Dated: 24-07-2025

Copy to:

1. Special Secretary to the Vice Chancellor, University of Jammu.
2. Director, CD&OE/ CDC/ DLL/ DIQA/ Directorate of Sports & Phy. Education/ HRDC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/ DSRS/ Centre for History of culture of Jammu & Ladakh Region/ SHTM/ ICCcR & HRM/ School of Visual and Performing Arts, Design and Arch./ Centre for Women's Studies/ Centre for IT ES & Management.
3. Dean Student Welfare/ Provost Hostels (Boys/Girls)/ Dean Student Placement.
4. All Rectors/ Directors, Offsite Campus, University of Jammu
5. All Heads of the Teaching Department, University of Jammu
6. I/c Librarian, University of Jammu **along with original file.**
7. I/c GZSAC/ Director, Computer Centre, University of Jammu
8. Programmer Coordinator, NSS, University of Jammu
9. Chief/Deputy Proctor, University of Jammu
10. Medical Officer, University Health Centre
11. All Wardens of University Hostels.
12. All Joint/ Deputy/ Assistant Registrars, University of Jammu
13. Executive Engineer, University Works Department
14. Manager, Guest House
15. President, JUTA/ JUOWA/ JUNTEU/ JUNGEU/
16. Chief Security Officer, University of Jammu
17. Sr P.A. to the Dean Academic Affairs/Dean Research Studies, University of Jammu.
18. Sr. P.A. to the Registrar/ Controller of Examination University of Jammu.
19. Guard File.

AP-I
Jammu
28/7/25

Office of the Director, CITES&M
University of Jammu
Receipt
No. 494
Date 28/7/25