



Central Library

Bhagat Phool Singh Mahila Vishwavidyalaya
Khanpur kalan, Sonipat, Haryana

bpsmvlibrary@rediffmail.com

01263-283006

Sub: - Registration for supply of books in the Bhagat Phool Singh Mahila Vishwavidyalaya.

Applications are invited for registration of Books Sellers/Distributors/Publishers in the Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan, Sonipat, for Supply of Books.

Terms & Conditions for registration and performa for affidavit are available on University Website www.bpsmwomenuniversity.ac.in. (download). **The application for registration for the supply of books** will be written on the top of envelope addressed to University Librarian should be in the sealed cover and sent in the Central Library by Speed Post/Registered Post/By hand upto 21-11-2017.

Thanking You.

University Librarian

Supply Order

From

The University Librarian
BPS Mahila Vishwavidyalaya
Khanpur Kalan (Sonipat)

To,

No.

Dated

Sub: - Supply Order for Books

An order is hereby placed for the supply of books as per details given below. The list of the books with number of copies to be supplied is enclosed. The payment will be made after inspection of the material at the University. The material received after delivery date or not as per specification will have to be collected from the University at your cost and no claim whatsoever will be entertained in this regard. You are requested to supply the books on following terms & conditions:-

1. Indicate your credit facility period
2. The bill should be typed and submitted in Triplicate. One bill shall not cover more than 20 publications. Please also certify on the bill that the correct publisher's price has been charged.
3. ONLY THE LATEST EDITIONS SHALL BE ACCEPTED.
4. Price charged should be supported by authentic price proofs duly attested by the supplier. The price proofs may be submitted in the following from:-
 - (a) Price printed on the book
 - (b) Publisher 's latest Catalogue
 - (c) Photocopy of any other book selection tool
 - (d) Purchase invoice from the publisher or his Indian representative.
5. The Invoice shall be accompanied by the following certificates:-
 - (a) "Latest publisher's prices have been charged."
 - (b) "The book(s) is /are not remainder(s).
 - (c) "The book(s) is/are short discount or no discount titles(s)."
 - (d) "Latest edition of the books have been supplied"

6. Damaged or defective copies shall not be accepted and shall be returned at the cost of the supplier.
7. In case of foreign publications, price(s) in the currency of the country of publication along with price(s) in Indian currency and foreign exchange rates shall be clearly mentioned in the Invoice.
8. Bank exchange rate (T.T. Selling) on the date of billing shall be applicable.
9. Where low priced editions are available, the lowest price editions/ paperback shall be supplied unless otherwise specified.
10. The country of origin/policy of the publishers shall decide the currency in which the prices will be charged.
11. Any discrepancy such as charging of higher price, supply of old edition, supply of foreign edition in place of cheap edition, etc. detected at a later stage, shall be compensated by the supplier.
12. The consignment shall be F.O.R. B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan (Sonipat).
13. Books supplied by V.P.P. without prior permission shall not be accepted.
14. The supplier shall supply the ordered books within one month from the date of order. In case the supply is likely to be delayed due to some reason such as procurement of books from abroad, the supplier shall inform the University Librarian/his representative looking after the section accordingly, indicating the reason (s) for delay and approximate time required for the supply, and obtain approval thereof.
15. The University Librarian may be cancel/ accept the order or take such other action as may be deemed proper by him in the interest of the University, if the order is not executed within the specified period.
16. Dispute, if any, shall be subject to the jurisdiction of the courts at Gohana/Sonipat.
17. List of the books attached.

University Librarian

**AFFIDAVIT FOR REGISTRATION OF SUPPLIERS
(BOOKSELLERS AND DISTRIBUTORS)**

AFFIDAVIT

I.....S/o, D/o, W/o, Sh.....Resident
of..... do hereby solemnity affirm and declare as
under:-

1. That I am sole Prop. of M/s
.....
.....
2. That I/We, Am/are the member of federation of Publishers and Booksellers Association of India, My membership No. is
.....
3. That I/We am/are not blacklisted by any Institution/Organization throughout India and Abroad.....
4. That My/Our PAN No.
is.....
5. That I/we will fully comply with the terms and conditions for registration and supply of books in the BPSMV University library.
6. That copy of the above certificate are enclosed
7. Annual Turnover for (Please attach IT returns certified copied showing turnover for the last three years.
8. Important subject areas
.....
9. Language you are dealing with
.....

Deponent

Verification:-

Verified that the above statements or this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place:

Deponent

The Terms and Conditions for Booksellers/Publishers/Suppliers for Registration with the University Library:

1. Every Bookseller/ Vendor/ Publisher/ Distributor shall have to deposit Rs. 5000/ (Rupees Five Thousand Only) as Registration fees (Not refundable).
2. Every Bookseller/ Vendor/ Publisher/ Distributor shall have to register with Central Library before undertaking the business in different Departmental Libraries of BPSMV.
3. The Bookseller/ Vendor/ Publisher/ Distributor shall submit the copy of their IT Return of last 03 years and PAN/TAN number in the prescribed application form along with proof of address.
4. The bookseller/ Vendor/ Publisher/ Distributor shall have to deposit the copy of the following documents:-
 - (a) Affidavit
 - (b) IT Return of last 03 years
 - (c) PAN/TAN number
 - (d) Federation Certificate
 - (e) Address Proof
5. No Supplier/ Distributor/ Publisher shall have the sole right to supply Books/ Publications. Notwithstanding the discount rates so decide, the university shall have the right to procure books/publications at a high rate(s) of discount. The university shall have the right to procure books directly from other suppliers/distributors/ publishers on the terms and conditions decided by the Library Committee.
6. The University Librarian's decision in all the matters of procurement of books shall be final and binding on all concerned.

7. The vendor will have to give the following certificate on the bills:-

(a) In case of foreign edition a certificate would be required stating that “Indian reprint/edition is not published”.

(b) When low price editions/ paperback edition are not supplied a certificate would be required stating that “No low price edition/ paperback edition for the Books { mentioned at Sr. No.--, -- } are available.

8. The vendor ship will be terminated/dropped/black-listed of registered firm:-

(a) If the vendor fails to deliver the 75% of the supply order (in terms of number of titles) during the year.

(b) If the vendor provide any wrong or distorted information to the library.

9. Discount Rates Policy: -

The following discount rates will be applicable for purchase of books in central library and departmental libraries:-

1. All Indians and foreign books in all language including reprint - 25%.
2. Books in foreign language—10%
3. Following special categories of books
 - a. Central Govt. Publications-10%
 - b. State Govt. Publications-10%
 - c. Items procured from abroad against specific order-15%
 - d. Learned Societies’ publications/Other Institutional Publications-10%
4. Remainder Books-50%

5. Foreign English Medium Books Publications more than three year ago—
25%
6. Publications available in electronic medium (CDs/E-Books)-20%
(discount or formula applied on short/ no discount publications).
7. Short/No Discount Titles/Text Books-(Cost of books minus (-) discount
earned plus (+) 10% to cover margin of profit and other expenses such
as postage, freight etc. Books on which suppliers get 30% or less
discount will be covered under this clause. The suppliers shall produce
the proof of price paid and discount earned in the form of
publishers/distributor invoice).

University Librarian

