

Book Purchase Policy for B. N. Mandal University, Madhepura

Text of Policy

The library committee resolved that the book purchase policy as under will be applicable to University Library, Departmental Libraries and College Libraries of B. N. Mandal University, Madhepura.

1. In order to bring about uniformity of GOC (Good Office Committee) recommended conversion rates, library discounts standardization in terms of supply, Librarian/Purchase committee are directed to deal only those suppliers who are registered by University Library.
2. There shall be a committee for purchase of Books, Publications, periodicals and journals in all the Libraries of University.
 - (a) In the University Library a purchase committee of books and other reading materials may be constituted.
 - (b) Purchase committee shall consider the purchase of books, journals as per the recommended list of books and journals received from various Teaching / Research Departments.
 - (c) List of books and journals may be purchased by concerned P. G. Heads in consultation with faculty members, Research Scholars and Students.
 - (d) In the College library, a purchase committee of books may be constituted by the Principal.
 - (e) Recommended lists of books and journals for purchase may be obtained from respective Head of the Departments of the College.
 - (f) List of books and journals will be prepared by concerned Head of different subject of the College with consultation with teaching staffs and students.
3. Centralised acquisition policy may be adopted for purchase of books and other reading materials for University Library and Departmental Libraries.
 - (a) Books purchased be accessioned in the University Library and thereafter these books be sent to the concerned Department with a request to get the books accessioned in the Departmental accession register for accountability.
 - (b) At least 3 months time should be given to the University Library to procure books and other reading materials.
 - (c) University Library will be independent to make its own arrangement if the books required are not covered by the purchase policy under special circumstances by the order of the Vice-Chancellor.
 - (d) Simplified books, made-easy books, cheap notes will not be purchased by all the libraries under B. N. M. U.
 - (e) Any book seller found indulging in any malpractice shall be black listed by the purchase / Library committee.
 - (f) Recommended list of books should contain complete bibliographical details i.e. Author(s), title, publication, edition, year of publication, price of the books, Incomplete and illegible list of books are likely to be rejected.
 - (g) Recommended list of books should not be forwarded on books seller's letterhead.

TERMS AND CONDITION (BOOKS)

1. Normally 30 days from the purchase order will be given to books – seller. Extension may be allowed on specific reasons; otherwise purchase order will stand automatically cancelled.
2. The supplier shall append the following declaration on bills.
 - (a) Only latest edition have been supplied and these are not remainder titles.
 - (b) Income Tax Pan Number of the supplier must be provided.
 - (c) CST/BST/GST number should be mentioned on the bills.
 - (d) Price has been correctly charge in according with the Published/Importer's/Distributer's invoice and publishers catalogue.
 - (e) For price verification proof, the book supplier shall produce the publisher's invoice for verification under which the books are purchased by him.
 - (f) Publisher's trade catalogue will not be accepted.
 - (g) Conversion rates as per latest circular of GOC at the time of receiving the the books.

DISCOUNT

1. All books in English, Hindi and other regional languages, whether of Indian origin with the exception of those covered by the following special categories will carry a uniform discount of 10% of the published prices.

Special Categories

- (a) Central and State Government publication Discount is not compulsory.
- (b) Remainder titles may be procured on negotiation.
- (c) Foreign books may be purchased by inviting quotation and book sellers providing maximum discount will be finally ordered.

TERMS OF SUPPLY: JOURNALS

1. Indian journals shall be procured either directly from the publishers or through the subscription agent as approved by the GOC
2. Foreign journals shall be procured through registered supplier for the purchase of journals or subscription agent as approved by the GOC.
3. Conversion rates as per latest GOC circular.
4. Full advance payment to be made against all journals bills. Bills to be accompanied with price proof, if required by the University / Colleges.
5. Bills to remain valid for 30 days from the date of invoice. All payment not made within the 30 days validity of the bills will be subject to change as per the new conversions rates prevailing on the date of receipt of payment.
6. Supplementary bills shall not be raised if the bills are paid in 30 days except when subscription rate is changed by the publishers and revised rate is paid by the supplier such a revised rate shall be paid by the Librarian on production of documentary evidence.
7. No security deposit required from the GOC approved vendors / registered supplier of the University.
8. Claim for missing issues of journal should be made within 90 days of the publication of the issue in case it is supplied directly by the publishers. In case of claims beyond 90 days of publication, if rejected by the publishers, the agent will not be held responsible for refund.
9. In case of delivery from the agent, the supply will be reviewed every quarter between the library and the agent.

10. In case of no-discount journals the approved vendors will not offer any discount and would be entitled to a 2.5% handing charge, over and above the list price of the subscriptions will be levied.
11. All subscriptions are subject to full advance payment only. No monthly, quarterly or half yearly payment will be accepted by the approved vendor from the University.
12. In case of remittance proof, the approved vendors need to provide details of cheques, draft or bank certified copy of wire transfers to the publishers as required by the end customers.
13. All legitimate claims from customers to be settled by the vendors with one and half years from the date of receipt of the payment. However, this would not include titles which are published behind schedule.
14. Book files of journal from local vendors (Registered vendors) be purchased in bound form only, if it is required.

Sd/-

(Dr. Ashok Kumar)
Member Secretary

Sd/-

[Prof.(Dr.) A. K. Roy]
Chairman cum Vice-Chancellor

B. N. Mandal University, Madhepura (Bihar) – 852113

Terms and Condition for empanelment of vendors for supplying Books in the Central Library

- The vendor should be the registered members of associations approved by Good Office Committee (GOC) and Federation of Publishers and Booksellers Association in India.
- The vendors must have their permanent show-rooms of books, office and a very sound, preferably, computerized inventory and accounting system.
- The vendors should be resourceful to procure books of all major publishers, and should be able to import books from other countries.
- The vendors should hold agency registration certificate issued by the appropriate authorities, if any.
- The annual turnover of the vendors should not be less than Rs. Thirty laces. They should be required to submit an authentication certificate issued by a registered CA.
- The vendors would be depositing a non refundable fee of Rs. 2100/- in favor/favour of the Professor Inchrge, Central Library, B. N. Mandal University, Madhepura in the form of a demand draft to the State Bank of India, University Branch, Madhepura.
- The vendors should have their Income Tax PAN number without being defaulters in paying regular Income Tax. They would be required to submit IT returns of the last two years.
- The vendors should have a sound market standing in the business of Books selling. They should be catering this service to renowned academic institutions /Universities, they would be required to submit a list of their client.
- The library will maintain an “Approval list of vendors” based on the above criteria and all orders for books will be placed with the impaneled vendors. This list will be approved by the component authority. The said list would be subject to a revision every two years, based on the performances on the vendors. Non – performing vendors could be dropped by the competent authority.

The empanelled vendors would be required to follow the following guidelines, which would serve as a term and condition for supplying the books.

- The suppliers shall certify on the body of the bills(s) that the latest editions have been supplied and the publications are not REMAINDERED or PIRATED titles. The said certification shall be verified by a sub-committee of the library committee prior to processing the bills for marking the payment.
- The suppliers shall certify that the prices have been charged as per publisher’s price list or catalogue. If price of the books is not printed on the book then the vendor would be essentially required to supply the publisher’s printed or online catalogue copy or books in print copy as a price proof for the book. Sticker – indicated or hand written prices will not be considered as valid. This too would be verified by the above said sub-committee.
- Orders placed by library will generally be valid for three months.



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- Percentage of discount and Conversion Rates in case of foreign currency shall be as per latest Good Office Committee (GOC) rates.
- No postal charges will be paid by the University. All shipments should reach the University Library without any additional billing against freight / postal charges.
- The vendors would be required to supply typed / printed bills and hand written bills would not be entered.
- If a vendor supplies (a) any book out of the list given to him (b) defective book(s) (c) books more than the budget allocated to him, he would be duty bound to take back the consignment on his/her own cost.

LCM No. - 02/17

Dated: 17 .07. 2017

Sd/-

(Dr. Ashok Kumar)
Member Secretary

Central Library
Bhupendra Narayan Mandal University, Madhepura
EMPANELMENT of Book Suppliers
Year 2017-18



Sealed offers, super – scribed as “offer for EMPANELMENT of suppliers for supply of books and other learning resources” for the year 2017 and 2018 in the central Library /seminar Library of post graduate departments are invited in the prescribed proforma from reputed book-sellers / agencies registered with National / State federation and regular member of the Good Offices Committee or any other recognized National Body with at least five years experience of supplying books to central/state Universities, National Research Institution in various disciplines and Languages for empanelment for the supply of Books/Publication/CD/DVD and Audio Visual material etc. for year 2017 and 2018. Application complete in all respects and accompanied by Rs. 2100/- in the form of DD favouring “ The Professor Incharge, Central Library, B. N. Mandal University, Madhepura - 852113 payable to the State Bank of India, B. N. Mandal University Branch, Madhepura must reach the Professor Incharge, Central Library, B. N. Mandal University, Madhepura - 852113 within 15 days from the date of publication under speed post / Registered cover. The Terms and condition and registration form is available on the Institutions Website www.bnmu.ac.in

Documents Required

1. Registration fee of 2100/- (Non – refundable on successful completion of the contract)
2. Copy of the certificate of membership of federation of publishers and Book – sellers Association of India.
3. Copy of PAN card.
4. List of customers entertained the last year.
5. Last three years turnover.