

TERMS AND CONDITIONS FOR THE SUPPLY OF
BOOKS FOR THE FINANCIAL YEAR 2024-25

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 will be purchased only through the Empanelled Suppliers / Vendors after the recommendation of the DAC / Book Selection and Purchase Committee.
3. Local authors will be exempted from the Empanelment Process and can submit their bills as per the Terms & Conditions of the University of Jammu.
4. At least 25% discount and over & above on all types of books except Govt. / Society / Institutional publications for the Current Financial Year i.e. 2024-25.
5. Books will be supplied in appropriate physical condition. Damaged / Defective copies will not be accepted.
6. The books must be supplied within 30 days, failing which the order will be treated as Cancelled. If the book has to be procured from abroad, the time will be 60 days.
7. Only the latest Editions are to be supplied except mentioned, otherwise.
8. It is mandatory to record the following Certificates / Essential Numbers on the bill:-
 - PAN / TAN Number of the Firm / Agency.
 - Latest editions are supplied.
 - Approved discount is applied to the purchase order.
9. All the books must be supplied along with the Authentic Price Proof.
10. In case of Foreign Publications, the original price in the foreign currency shall be mentioned in the bill along with the rupee price with the approved rate of exchange as on the date of billing.
11. Tagged prices on the books are liable to be rejected.
12. Discount on the total bill will be accepted.
13. The supplier will give an undertaking to refund the amount if charged over the printed price of the book.
14. The payment will be released after receiving the books and their accessioning by the Dhanvantri Library, University of Jammu.

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15. 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 of Books / Journals / Magazines etc.

16. The firm has to submit the bills in triplicate quoting the Supply Order Number & Date.

17. Before placing the order, discount rates over & above 25% shall be obtained from empanelled vendors and a comparative statement of the same will be made. Based on the comparative statement, the Supply Order will be placed with the vendor in the following order of priority:-

- Vendor offering maximum discount
- Vendor providing maximum number of books requisitioned in the list.

18. The bill is to be submitted in the Acquisition Section of Dhanvantri Library only after Classification & completing the below-mentioned process on LIBSYS-10 Software by the Department Library Professional.

- Control number
- Approval number
- Order number

(Clearly mention) on each bill ~~each bill~~ for further processing.

19. Library Professionals working in the Department Libraries will execute all Terms & Conditions before sending the bills to the Dhanvantri Library for final processing.

20. The Librarian reserves the right to withdraw / cancel / reject / modify an order without assigning any reasons.

21. In case of any dispute, jurisdiction for legal proceedings shall be restricted only to the Court at Jammu, J&K UT.

Vikram Singh Sahi
21/8/24
(Dr. Vikram Singh Sahi)
I/C Librarian
Dhanvantri Library