

**Indira Gandhi National Open University
Library & Documentation Division (L &DD)**

**Terms and Conditions for Empanelment of
Book Suppliers and Book Supply**

1. Essential Conditions: L & DD invites applications in the prescribed format in sealed covers from interested book suppliers based in Delhi and NCR fulfilling the following terms and conditions:

1. Suppliers should be members of registered national/state trade federations like AIPB, FPBA, DSBPA, etc.
2. They should be in the field of book supply for at least five years.
3. They should be serving libraries of standing like Central Universities, national level education and research institutions.
4. They will be representing subjects, publishers and languages of interest to the IGNOU community.
5. They should have a minimum turnover of Rs. 30 lakhs per annum for the last three years.

2. On Empanelment: The empanelment shall be for a period of one year extendable by one more year. The L & DD places orders for supply of books only with empanelled book suppliers. The suppliers empanelled shall visit the IGNOU campus and interact with teachers and academics on a regular basis to assess their requirements, show newly published books and catalogues of their interest and collecting requisitions for purchase of books in the requisition format. They may also be asked to arrange for book exhibitions and displays in the campus as per the University's requirements. They may also be directed to supply books which the University or L & DD would identify through other channels.

Suppliers entering the panel, while remaining inactive for a period of one year, may be automatically excluded from the panel.

3. Discount Rates: The following discount rates shall be applicable for purchase of books:

Category No.	Category of books	Discount Applicable
1	English books	20% - for price up to Rs. 50,000/-; 25% - for price over Rs. 50,000/-
2	Books in foreign languages other than English	10%
3	Hindi Books	20%
4	Books in Indian languages other than Hindi	15%
5	Remaindered Books	50%
6	Short discount titles/No discount titles/ Govt./Society publications	Handled on a case to case basis
7	Foreign English Medium Books published more than three years ago	30%
8	Foreign English Medium Books published more than six years ago	50%
9	Multi-volume sets of English medium books Encyclopedia	30%-Indian, 25%- Foreign for price up to Rs. 50000, 5% extra discount for price over Rs. 50000

Supplier shall certify the category of the book in the bill to verify the discount quoted in the bill at the time of processing the bill for payment.

The discount rates may vary at the discretion of the University authorities and shall be acceptable to empanelled suppliers.

Notwithstanding the discount rates so decided, the L & DD shall have the right to procure books/ publications at a higher rate(s) of discount.

4. Exchange Rates: The rates displayed on the website of Reserve Bank of India (RBI) on the date of billing are adopted at present. Supplier should not quote the fluctuating rate on the site for a particular day. They should quote only the stabilized rate for a day and hence quote the rates on the archive of the site. Any change in policy shall be acceptable to the empanelled suppliers.

5. No Supplier shall have the sole right to supply books/ publications. L & DD reserves the right to place order for any book with any of the empanelled suppliers or suppliers/publishers outside the panel.

6. The firm order shall be acknowledged and executed within a fortnight. The order for books not supplied shall be treated as cancelled.
7. Books, if found duplicate, may be returned even after supply.
8. Only latest and economical editions are to be supplied, if not otherwise specified. If paperback editions are available, even when hardback editions got recommended/ ordered, supplier should ensure that paperback editions are supplied. Publisher's offer of special prices, if any, valid at the time of purchase shall only be billed.
9. All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the book shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the 'Books in Print' or such bibliographical list or third party invoices reflecting the price of the book will be acceptable to the library in support of price verification.
10. Bills are to be submitted in duplicate with two copies of the RBI exchange rate quoted, price proof and a copy of the requisition form numbering titles serially as per their order in the bill.
11. Supplier should certify in the invoice/bill that the latest editions are supplied, books supplied are not reminders and correct publisher's prices are charged.
12. The University has requirement for books in foreign and Indian languages other than English and Hindi.
13. The University Librarian's decision in all the matters of procurement of books shall be final and binding on all concerned.
14. Mere fulfillment of eligibility conditions prescribed does not entail a supplier to be included in the panel. Decision of the University in all matters related to empanelment shall be final.
15. Incomplete applications will be rejected.
16. The University reserves the rights to change any or all of the above terms and conditions.
17. Legal disputes, if any, shall be settled in Delhi.

University Librarian