

DULS/UL/PC/2007-08/

Date: 5th July, 2007

OFFICE ORDER

The following discount rates, terms and conditions will be applicable for purchase of books in all the libraries of Delhi University Library System:

| Category | Percentage rate of Discount on the printed price of the books/ publications |
|--|---|
| 1. Foreign English Medium Books | 15% |
| 2. Books in Foreign Language | 10% |
| 3. Indian English Medium Books | 15% |
| 4. Indian Hindi Medium Books | 15% |
| 5. Books in other Indian Languages | 15% |
| 6. Following Special Categories of Books (i) Central Govt. Publications (ii) State Govt. Publications (iii) Short/ No Discount Titles (iv) Items procured from abroad against specific orders (v) Learned Societies Publications/Other institutional Publications | 10% 10% 10% Handling Charges 15% 10% |
| 7. (i) Remainder Books (ii) Foreign English Medium Books Published more three years ago | 50% 30% |
| 8. (i) Reprint Editions/ Low Priced Publications published in foreign countries (ii) Reprint Editions/Low Priced Publications (published in India)–separate rates for both | 15% 15% |
| 9. Multi-volume sets of Indian English Medium Books | 15% |
| 10. Multi-volume sets of Foreign English Medium Books | 15% |
| 11.(i) Reference Sources (published in foreign countries) (ii) Reference Sources (published in India) | 15% 15% |
| 12. Publications available in electronic medium | 10% |

TERMS AND CONDITIONS

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

1. Every bookseller/ Vendor/ Publisher/ Distributor shall have to register with Central Library before undertaking the business in different libraries of DULS;
2. The bookseller/ Vendor/ Publisher/ Distributor shall submit the copy of their three current years' IT return and PAN/TAN number in the prescribed application form along with the address proof;
3. In the event of suppliers/ distributors not being a publisher, they would provide a list of publishers to whom they represent;
4. All books of foreign origin, priced in foreign currency will be procured on the Bank Exchange Rates adopted by the Indian Nationalized Banks on buying rates on the date of receipt of books along with the bill in triplicate in the DULS. The vendor shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates issued by the Nationalized Banks;
5. No Supplier/ distributor/ publisher shall have the sole right to supply books/ publications. Notwithstanding the discount rates so decided, the DULS shall have the right to procure books/ publications at a higher rate (s) of discount. The DULS shall have the right to procure books directly from such suppliers/ distributors/ publishers on the terms and conditions decided by the DULS;
6. The firm order shall be acknowledged and executed upto the specified date failing which, it would be deemed to be cancelled;
7. The supplier shall submit the approval memo containing the complete bibliographical details of the document(s) in triplicate. The original approval memo duly recommended, be submitted along with the book(s) to the concerned library. One copy of approval memo will be retained (to be given by the supplier) by the recommending authority. The supplier should ensure that name, designation and department of recommending authority are clearly mentioned on the approval memo;

8. 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 or a separate tag indicating the price has been affixed, shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the Books in Prints or such bibliographical list reflecting the price of the book will be acceptable to the library in support of price verifications;
9. The University Librarian's decision in all the matters of procurement of books shall
be final and binding on all concerned;
10. All legal disputes, if any, shall be settled in Delhi.

University Librarian

Copy forwarded to all the In-charges of libraries of DULS with the request to purchase books only from the registered suppliers. The In-charges may also request the suppliers who supply books to their libraries to get them registered with the Central Library latest by **Friday, the 20th July, 2007**. A copy of the Registration Form is enclosed.
