

## DELHI UNIVERSITY LIBRARY SYSTEM

### UNIVERSITY OF DELHI

#### Terms and Conditions for Purchase of Books

The following terms and conditions shall be applicable for purchase of books in all the libraries of the Delhi University Library System with immediate effect.

#### Rates of Discount on Printed Books

S. No	Category	% Rate of Discount on Printed Price	
		Publications of Foreign Origin	Publications of Indian Origin
1.	English Medium Publications	20%	20%
2.	English Medium Publications : Published more than 3 years ago	30%	30%
3.	Multivolume English Medium Publications	30%	30%
4.	Publications in (other than English) foreign languages	20%	20%
5.	Hindi Medium Publications	20%	20%
6.	Publications in other (than Hindi) Indian languages	20%	20%
7.	Reference Sources	20%	20%
8.	Reprint Editions/Low Priced Publications	20%	20%
9.	Remaindered Publications	50%	50%
10.	Publications in Electronic Medium	As per recommendations of SCER	
11.	Short/No Discount Titles	No Discount	No Discount
12.	Central/ State Government Publications and other such publications	10%	10%
13.	Item Procured from abroad against specific orders	20%	20%
14.	Publications of Special Nature – like Manuscripts etc.	Price to be negotiated	Price to be negotiated

#### Terms and Conditions for Booksellers/Publishers/Suppliers/ Vendors for Registration with 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 returns for new vendors and one year for renewal 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 list of publisher to whom they represent.
4. All books of foreign origin, priced in foreign currency will be procured on the Bank Exchange rates adopted by RBI/SBI bank on TT Selling rates on the date of receipt of books

along with the bill in triplicate. The vendor shall support the exchange rates charged in every bill with the copy of the exchange conversion rates issued by the SBI bank or RBI official website.

5. No supplier/distributors/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 directly from such suppliers/ distributors/ publishers on the terms and conditions decided by the DULS.
6. The firm order shall be acknowledged and executed up to 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. A print out from publisher's official website of bill date shall also be considered a valid price proof.  
  
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 to support the price verification.
9. The offer of the rates by the publishers/suppliers will be subject to the price fall clause i.e. if any item is offered by the renderer on lower rates to some other organization, ha shall forthwith notify such reduction or sale immediately to the University Librarian, DULS and such reduction will automatically be applicable to the University of Delhi.
10. The University Librarian's decision in all the exceptions to these terms and conditions shall be final and binding on all concerned with the approval of Vice-Chancellor.
11. All legal disputes, if any, shall be settled in Delhi.

  
University Librarian  
31/07/2013  
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