



# दिल्ली विश्वविद्यालय पुस्तकालय प्रणाली

DELHI UNIVERSITY LIBRARY SYSTEM

केंद्रीय पुस्तकालय

CENTRAL LIBRARY

Ph. : 27667848, Fax : 27666404, e-mail librarian@du.ac.in

## Terms and conditions for subscription of print (foreign and Indian) and individual online journals:

### Part I:

1. The Supplier should be in the business of journals supply for at least 10 years in Central Universities, IITs, IIMs, ICMR, ICAR etc. Registration Certificate must be submitted as a Proof.
2. The Supplier must have Minimum Turnover of Rs. 20.00 Crores or above for the Financial year ending March 2022. A copy of audited Balance Sheet and Profit & loss account along with a certificate from CA stating the turn over must be submitted as a Proof.
3. The Supplier should be serving prestigious Customers like Central Universities, IITs, IIMs, ICMR, ICAR etc. Order Copies should be attached as a proof.
4. Supplier should provide the name as well as order copy of at least three institutions specifying the value of each order where the firm is a major supplier. Please also provide the details of amount refunded because of non-supply of journal issues. Please attach documentary proof.
5. The Supplier should have an office/representative in Delhi.
6. The Supplier must have permission from the Reserve Bank of India to remit foreign exchange for the purpose of subscription of journals. The copy of such permission should be attached.
7. The Supplier should be a member of a duly registered/ recognized association like FPBAI for last 10 years.
8. The Supplier must have PAN No. A copy of PAN is to be attached.
9. The supplier should not be black listed by any publisher and/ or institution, for which an undertaking on non-judicial stamp paper is to be submitted. If at any time it comes to the knowledge that it is falsely represented, the firm will be debarred.
10. Preference will be given to the Supplier who can also provide online access to the print journals subscribed, if it is available to subscribers free of cost.
11. The Supplier should enclose the copies of satisfactory supply of journals, by the institutions where supplied.
12. The University requires the proof of payment, made for each journal from the actual publisher (i.e. not by intermediary but the actual publisher).
13. Late/Delayed Expression of Interest will not be accepted.
14. Conditional and E-mail Expression of Interest shall not be accepted.
15. The Supplier's representative shall visit to reconcile supply status at least once in a month in each library.
16. Advance payment will be made only against the bank guarantee valid for 18 months. The same shall be applicable in case of renewals also.
17. Wrongly supplied journals will be returned at the cost of supplier/s.
18. All correspondence should be addressed to the University Librarian, Central Library, University of Delhi, Delhi – 110007.
19. The University reserves the right to make any amendment in the above terms and conditions in the interest of library and the same will be binding on suppliers.



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20. The enlistment of suppliers shall be based on their status determined from the information furnished in the application form and also by confirming the authenticity and suitability.
21. The decision of the University regarding enlisting of the suppliers shall be final.
22. The list of print (Foreign & Indian) and individual online journals is available at: <http://crl.du.ac.in>
23. Application in the prescribed format along with the supporting documents is to be sent to: University Librarian, Central Library, University of Delhi, Delhi – 110007.
24. Super scribe the envelope with “Expression of interest for supply of journals.”
25. Any dispute between University of Delhi and Supplier shall be settled by formal arbitration. Such cases shall be referred to the sole arbitration of Registrar, University of Delhi. The award of arbitrator shall be final and binding on both the parties. The venue of the arbitration proceeding shall be the Office of the Registrar, University of Delhi, Delhi or such other place as the arbitrator may decide.

## Part II:

1. The exact number of journals to be subscribed by each library may vary depending upon the availability of budget.
2. The lists of journals given are tentative and some of the journal titles may change as per the final recommendation received from the concerned departments.
3. Supplier will acquire the journals by AIR MAIL and supply to the specific library under Delhi University Library System, University of Delhi by Hand/Registered post at regular intervals, preferably every week, at no additional cost for air lifting /air mail.
4. The Exchange rates shall be the bank rate on the date of billing notified by SBI or any nationalized Bank. Proof for the exchange rate charged must be enclosed with the bill.
5. The supplier willing to supply all the journals of a particular library under DULS shall only be considered. Any partial supply will not be entertained.
6. Order must be processed immediately without any delay. Advance payment should be made by the Supplier to the publisher on behalf of University of Delhi (as Subscriber) and invoice / bill should be raised for payment along with remittance proof, publisher’s price proof and order placed to publishers. The University shall pay invoice / bill raised by the supplier as per university rules.
7. In case of late publication, the pricing of latest volume must be charged and the latest volume of journal must be supplied.
8. No handling / service charges will be paid to the supplier.
9. If there is any discrepancy or inability to process orders in time the same should be intimated immediately to the University Librarian.
10. Every effort should be made to supply all the titles ordered in time. In case of non-supply, the subscription amount paid towards the same should be refunded within six months after the end of the subscription on pro-rata basis. Refund of amount will not be an excuse for non-supply.
11. Supplementary claims will not be entertained on account of fluctuation in exchange rate. Indian rupees equivalent to foreign currency on the date of bill shall only be paid.



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12. If the publication of the journals is behind schedule, the same will be informed accordingly along with the expected date of availability.
13. It would be obligatory on the supplier to ask the publisher of the journal to provide online access to the journal free of charge on following IP addresses, if it is available to subscribers, against the print copy.

IP ranges are:

1. 14.139.45.241 to 14.139.45.244
2. 14.139.227.82 to 14.139.227.93
3. 104.211.220.240

14. The supplier shall raise **invoice in triplicate** addressed to the Incharge of the concerned library for the journals of **each Library separately** along with price proof for the same.
15. Pricing must be sent Library-wise giving Sl. No., Name of Journal, Publisher, Frequency, Price (in foreign currency), Price (in Indian currency) as per this list.
16. The supplier shall send the packet of journals addressing the In-charge of the concerned library.
17. Vendors will be selected to supply journals for a specific library under DULS. The selection will be made on the basis of performance record of the vendor as per parameters mentioned in Part I, point no.1, 2, 4 and 16. Equal weightage will be given for year of experience in the business, turnover in the last financial year ending March, 2022, supplies in three major institutions and percentage of refund in the financial year ending March, 2021 and percentage of bank guarantee offered.
18. No additional terms and conditions from the supplier shall be acceptable.

**University Librarian**