



**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK  
LALPUR, DIST. ANUPPUR (M.P.) -484 887**

Email id: [librarian@igntu.ac.in](mailto:librarian@igntu.ac.in)

Phone No.07629 269725

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### **Annexure-I**

**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK**

**Terms and Conditions for Purchasing Books-2018-19**

#### **Enquiry on availability of Books:**

At the first instance all the empanelled Vendors/Suppliers will be sent query through speed post and through email with list of books and number of copies against each title required for Prof. Ram Dayal Munda Central Library. On receipt of the email, the Vendors having books as per above list in their ready stock of books have to respond within stipulated time quoting titles available with number of copies, unit price and discount through speed post in sealed envelope.

#### **Supply against approved order:**

In reply to Vendors/suppliers response to our query, official communication will be established with the vendor concerned with request to supply books on approval through challan bearing challan number, date and our reference number for each item, along with publishers catalogue price proof duly stamped and signed. Time will be stipulated to execute supply. In the event the Vendor fails to deliver the books within the stipulated date, the order is liable to be cancelled. The preferred mode of delivery of books on approval will be in person or by post or courier services at the Prof. Ram Dayal Munda Central Library. However the other mode of delivery may be by registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss, damage, pilferage in transit if any will be sole responsibility of



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the supplier. Secure and safe delivery of books at Indira Gandhi National Tribal University, Amarkantak as per approved order in the responsibility of the supplier/vendor alone.

**Conform Purchase Order and Billing:**

After receipt of the books as requested in the approved order, the physical condition of the books will be checked and for the books not having printed price, proof (i.e. publisher's catalogue price)/certificate from publisher's authorized distributor/publisher's Indian Office/Publisher's Invoice, as the case may be, will be matched with the cost of books quoted in the challan. Any sticker affixed with the book indicating price is not acceptable. In case of certificates of price obtained from Indian office of the publisher, should bear Name, Signature with Official stamp of the signing authority having contact telephone number. If the bibliographic details of the book, unambiguous price proof and physical condition of the books found perfect, then confirm purchase order will be placed asking for Invoicing. Foreign currency conversion will be at RBI rate of the conversion on the date of issue of purchase order. While placing Purchase order if any of the book(s) found not required i.e. defective, wrong supply, wanting of price proof etc. and needs to be return, the same information will also be communicated to the supplier. In such cases collecting back the return books will be the responsibility of the supplier.



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**Acknowledgement and Acceptance of the Order:**

The Supplier on receipt of purchase order (PO), is required to acknowledge the receipt of the order by returning the signed duplicate copy immediately as a token of their confirmation with respect to acceptance of purchase order and send pre-receipted Invoice/bill in triplicate duly signed and stamped, quoting our purchase order number and date along with a copy of RBI Conversion rate duly signed/stamped, for the foreign published books if any. Supplier also needs to send a scan copy of the Invoice/Bill to the head of the library, so that advance processing of books at our end can be done and Invoice/Bill should be sent to “Librarian, Prof. Ram Dayal Munda Central Library, Indira Gandhi National Tribal University, Amarkantak (M.P)”

**Minimum Discount:**

The Institute follows the minimum discount pattern given in the table below.

For Indian Publications	25%
For Foreign Publications	30%
Government publications (GoI & Swami's Publications, etc.), Short discounted titles, and CDs/DVDs/AV and Digital	As applicable

Other terms and conditions will remain as per the norms of Good Offices Committee (GOC).



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**Direct Purchase Order (i.e. Books not available in the ready stock):**

Keeping all other purchase terms unaltered as stated above, the supplier required to maintain time frequency and book status (i.e. New/Old) in delivery of books, ordered as per the terms stated under the clause “Delivery of books”.

Delivery of Books:

a) Only new books must be delivered.

b) All book should be preferably supplied in paperback.

c) The delivery period is as under:

- Indian Publications: maximum one month from the date of issue of “Purchase Order”
- Foreign Publications: maximum 60 days from the date of issue of “Purchase Order”

The delivery date may be extended by the Library at its discretion, if the Supplier requests for an extension citing valid reasons.

d) In such types of Purchases against direct purchase order, the conversion rate will be RBI rate of the conversion on the date of purchases order. (i.e. hand delivery of books at IGNTU, Amarkantak) along with Invoice/bill and all other supporting documents.

In case of other mode of recorded delivery, the conversion rate will be calculated on RBI rate of conversion on the date of purchase order of the consignment favouring Prof. Ram Dayal Munda Central Library, IGNTU, Amarkantak and the supplier concerned must have to send on the date of booking of the consignment, the scan copy of all the documents, such as per-receipted Invoice/bill, price proof(s), copy of RBI



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conversion rate on the date of consignment booked and consignment booking receipt as email attachment to the Librarian, IGNTU, Amarkantak. All documents sent must bear the signature and seal with date of the supplier/Vendor concerned.

**Consignee and Mode of Despatch:**

All supply of books should be consigned to Prof. Ram Dayal Munda Central Library, Indira Gandhi National Tribal University, Amarkantak by Speed Post Parcel/Registered Parcel/Courier/in Person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery-challan at Prof. Ram Dayal Munda Central Library.

**Dispatch Documents:**

Intimation relating to the mode of dispatch should be emailed/Fax/Phone/Courier/Speed Post to Prof. Ram Dayal Munda Central Library, IGNTU, Amarkantak (M.P.).

Original dispatch documents are to be forwarded to the Library by way of recorded delivery i.e. Registered Post/Speed Post in the above mentioned address only.

**Preparation of Bill:**

The Bill should be prepared preferably in the same order as items listed in the Purchase Order.

**Submission of Bill:**

The Supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as Xerox copy of the publishers current catalogue price proof



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duly stamped and signed by the supplier concerned, copy of original import invoices etc.

**Exchange Rate:**

Conversion rate in case of prices quoted in foreign currencies, RBI rate of conversion is applicable on the date of issue of purchase order (i.e. In case of books either supplied on approval or assured availability of books in ready stock of the supplier)

**Income Tax Related Papers:**

Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN number (i.e. Permanent Account Number), GST Number and Xerox copy of the PAN Card duly signed with seal of the Vendor/Supplier, if not furnished earlier.

Current Income Tax Clearance Certificate, Income Tax No, and Permanent Account Number should be furnished along with your invoice, if not furnished earlier.

**Latest Edition and Low-Price Edition Books:**

Books of the latest edition should be supplied, with confirmation and approval to that effect to the Library, even though the Purchase Order may have specified an older edition. The Library prefers to procure low priced editions, Thus, if a low priced edition of a book is available, then the Supplier is encouraged to inform its availability to the Library and on receipt of a reply confirmation, supply the book and bill accordingly.

All books should preferably be supplied in paperback.



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### **Processing of Bills:**

If the books are supplied in good condition as per the Purchase Order complying with the terms and conditions, the Acquisition section will process the bills and forward the same within minimum loss of time to the Accounts Section for onward payment processing.

### **Return of Defective Books:**

If a supplied book doesn't confirm specifications or if the pages are torn or missing or the copy is old or is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it within one month, otherwise the order will be cancelled. The Library will not be responsible for such books if not taken back and replaced within the said period.

### **Cancellation of an Order:**

The order is liable to be cancelled if the delivery is not made within the stipulated delivery date. Books not conforming to specifications and not in good condition should be replaced within one month otherwise order for those books will be cancelled.

### **Delisting of Suppliers:**

A Supplier who frequently supplies books that do not conform to specifications or are not in good condition will be delisted from the registered Vendor list, if desired by the competent authority of the University.

### **The Library reserves the right to:**

- Cancel an order at any time without assigning any reason thereof.



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- Change or modify or amend or substitute any clause in the terms and conditions listed above.
  - Procure the books(s) from any other source if available, skipping the empanelled vendors, when all the empanelled Vendors fail to supply the said books.

**EMD money retention:**

University will retain the interest free EMD/Security Deposit amount of Rs.50,000/- for the empanelled Vendors till the empanelment remains valid. This will be refunded to the parties only after the dissolution of this empanelment from whatsoever reason may be. Withdrawal of vendor ship request from any of the empanelled vendors is allowed only after one year passed, from the effective date of empanelment declared; and in such cases the total EMD/Security Deposit money of Rs. 50,000/- will be refunded to the party through their bank Account as recorded with the University or updated their after without any interest on the deposit value.

**Legal Dispute Settlement:**

While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its Jurisdiction at Jabalpur, M.P.. The resultant contract will be interpreted under Indian Laws.