



VISVA-BHARATI LIBRARY NETWORK

Visva-Bharati
Santiniketan

Notice

Dear Supplier,

We keep on record our appreciations for your co-operation during the last few years. We expect the same spirit for co-operation in future. For our mutual convenience and more effective handling of problems, if any raised at all, we request you to kindly note the following instructions and hope that you will find out TERMS & CONDITIONS for supplying books quite agreeable.

Last date of submission of application: 31/05/2017

Terms & Conditions for supply of Books

1. These instructions are to be followed for the financial years' 2017-2021.
2. Books will be received against the order of the Librarian, Central Library only.
3. Titles should be supplied within two months. In case of late supply please report and obtain our confirmation.
4. Condition of paper, form, binding, etc. must be checked up. Supply fresh copies.

5. Supply latest edition of titles along with a challan copy.
6. Foreign titles are to be separated from Indian titles in case of billing.
7. Include price proof documents along with the bill (It is mandatory for foreign titles and also for Indian titles/ Indian editions of foreign titles where price is not in printed form, Price proof should contain signature and seal of the supplier).
8. Mention conversion rate for each foreign currency and charge it as per GOC Terms & Condition (i.e. procurement date).
9. Less library discount as per GOC. Terms & Conditions.
10. Bill should be certified as instructed in GOC Terms & Condition by quoting your PAN No.
11. Please quote our order number on the label of the parcel and in your invoice, else parcels are liable to be refused.
12. You are requested to submit the documents relating to the firm e.g. of the trade license, PAN No., VAT, Income Tax Return (last three years), list of institutions where you are supplying books, and other documents in support of your vendorship, which will enable us to enlist your name in the Visva-Bharati Library Network. Give contact person name, communication address, mobile no and e-mail id.
13. Your response on any query after submission of any books is highly emergent on smooth processing of bills and dealing too.

Hope, you will agree/accept the above terms & conditions regarding supply of books at Visva-Bharati Library Network. Book purchase procedure will be processed further on receiving your confirmation



Prof. In-Charge
University Library
Visva-Bharati
Santiniketan