



# VISVA-BHARATI LIBRARY NETWORK

Visva-Bharati  
Santiniketan

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## 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: 05/11/2021**

### ***Terms & Conditions for supply of Books***

1. These instructions are to be followed for the four financial years' i.e 2021-2025.
2. Books will be received against the order of the Librarian/University Librarian (Acting)/Prof. In-Charge, Central Library only.
3. Titles should be supplied within one 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. Foreign titles are to be separated from Indian titles in case of billing.
6. Only printed price must be considered in the bill, if the printed price is available on the book.
7. The sticker price, hand written price (except printed price) will not be considered in the bill.
8. Invoice-Price Proof provider should be a Members of FPBAI (Signed membership certificate to be attached).
9. Foreign currency should be converted as per RBI / SBI Conversion rate on the date of order of title issued to the Vendor (i.e., Order date of Visva-Bharati Library).
10. Discount Rate, Sub-total and grand total of the bill are to be checked before submission.
11. Include price proof documents along with the bill (In case of foreign title, Indian title or Indian edition of foreign title where the price is not available in printed form, signed invoice price proof is mandatory along with Publisher's Online Price Proof from Publisher's website (not publisher's printed catalogue).
12. Rate of discount 20% for all titles to be supplied except Govt. Publication.
13. Bill should be certified as instructed in GOC Terms & Condition by quoting your PAN No.
14. Please quote our order number on the label of the parcel and in your invoice, else parcels are liable to be refused.
15. You are requested to submit the documents relating to the firm e.g., of the trade license, PAN No., GST, Income Tax Return (last three years), list of institutions where you are supplying books, and other documents in support of you 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.

16. Your response on any query after submission of any books is highly emergent on smooth processing of bills and dealing too.
17. On any dispute the decision of the library is final.
18. On receiving of the documents along with the signed acceptance of the Terms & Conditions through e-mail as well as hard copy, Library authority will consider for enlistment. Decision on enlistment by the library is final and publisher(s)/Vendor(s) are liable to abide.

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

Sd/-  
University Librarian (Acting)  
University Library  
Visva-Bharati  
Santiniketan