



विश्वभारती / VISVA-BHARATI
केंद्रीय पुस्तकालय / CENTRAL LIBRARY
विश्वभारती लाइब्रेरी नेटवर्क / (Visva-Bharati Library Network)

Memo No. CL/ 17 /2025-26/(6A)

Date: 04 April 2025

Notice

(Enlistment for supply of Print Books and Visva-Bharati Library Network)

Dear Publishers/ Print Book Suppliers,

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 are raised at all, we request you to note the following instructions kindly and hope that you will find the TERMS & CONDITIONS for supplying books quite agreeable.

Last date of submission of application: 31/05/2025

Terms & Conditions for Supply of Books

- 1) These instructions are to be followed for the financial years 2025-26-2028-29 , i.e., four consecutive financial years, including the current year.
- 2) Books will be received against the order of the University Librarian in case of Central Library and In-charge of Sectional / Bhavana Library for concerned Bhavana Library only.
- 3) Titles should be supplied within two months. In case of late supply, please report and obtain our confirmation. Titles may also to be supplied as the date specified by the Library, considering the grounds reality.
- 4) Condition of paper, form, binding etc. must be checked up and supply fresh copies only, not pirated copies.
- 5) Foreign titles to be separated from Indian titles in case of billing.
- 6) It is mandatory to produce price proof documents (Publisher's/Importer's/Distributors' invoice and publisher's catalogue) along with bills for foreign titles. Price proof is also required for Indian edition of foreign titles and Indian publications where price is not available in printed form. Price proof should contain signature and seal of the supplier.

- 7) Mention conversion rate for each foreign currency and charge it as per RBI/ (SBI) conversion rate on the date of order issued to the Vendor (i.e., Order date of Visva-Bharati Library) by Central or Sectional Libraries of VBLN.
- 8) The books procured by the Publishers/ Print Book Suppliers, where necessary evidence for date of purchase of book(s) needs to be submitted with the bill for transparency and clear understanding.
- 9) Discount rate: Book publishers and suppliers have to offer minimum 20% discount on printed price of the book(s) for the interest of the Visva-Bharati. However, there will be no discount for Publications by Government and any Institutes as per the Goods Offices Committee (GOC).
- 10) Library may send a list of bulk title of Books to the enlisted Publishers/ Print Book Suppliers to get competitive rate of discount i.e. more than 20% discount.
- 11) Bill should be certified as instructed in GOC by quoting the PAN and GSTN.
- 12) One copy of invoice should be included in parcel and quote our ORDER NO. on the label of the parcel and invoice no. Otherwise parcels are liable to be refused.
- 13) No delivery charge will be provided by the library for supply of any book(s).
- 14) If any document is found to be unsatisfactory, payment will be made after deleting that particular item on the invoice/bill or payment of the entire bill will be withheld by the library till the deficiency is rectified. For this reason, supplier/publisher is advised to make contact with the Central Library Acquisition Section or with the In-charge of the concern Bhavana Library.
- 15) Supply latest edition of titles along with a challan copy and three copies of the bill by quoting our order. Please do not forget to note the bank details (Name of the account holder, Name of the Bank and Branch, Account Number, Type of the Account, IFSC of the Branch,) along with the PAN, GSTN, etc.
- 16) Regular communication (through mail / cell phone) with the appropriate section is highly required and expected for smooth dealings which are pre-requisite from both sides.
- 17) Enlisted supplier(s)/publisher(s) are expected to maintain close contact with the library throughout the year and will take active role to supply any single book ordered by the library. Frequent physical visit will also ensure to place order on any sudden requirements and it is expected that vendors will pay enough attention to find out the book(s) from the state and national book market. It is not welcome to visit library for bulk-order.
- 18) It is expected that; enlisted vendors will participate in the Book Fair as and when organized by the library.
- 19) In case of supply books against "Confirm Order" supplier(s)/publisher(s) are requested to strictly follow the guidelines and others conditions as stated in the order copy. In case submitting "inspection challans" to the Departments / Library and "Bills" to the Central Library and Sectional Libraries of Visva-Bharati, please use the following formats: -

Format for 'Bills' to be submitted to Central Library and Sectional Library, V.B.											
Sl	Title	Author	Publisher	ISBN	No of Volumes	No of Copies	Original Price	Conv Rate	INR Price	Discount	Net Price

**The Conversion Rate should be as per RBI (SBI) and may vary in case of challan date and order date. Finally, the Conversion Rate should be calculated on the date of Book(s) procured by the vendor. Vendors are accountable to submit necessary evidence of procurement.*

19. Suppliers(s)/ Publisher(s) are requested to submit the documents relating to the firm e.g. the trade license, PAN No., GSTN, Income Tax Return (last three years), list of institutions where supplying books, and other documents in support of vendor ship, which will enable to enlist the concern supplier/publisher in the Visva-Bharati Library Network. Give contact person name, communication address, mobile no and e-mail ID.

Hope, you will agree/accept the above terms & conditions regarding supply of books at Visva-Bharati Library. Book purchase procedure will be processed on receiving your confirmation along with the signed copy of the **Terms and Conditions** as noted.

After receiving response from the Publishers/ Book Suppliers side, library authority will scrutinize the application along with the documents submitted. On satisfaction, the name of the concern supplier/publisher will be accepted with a confirmation mail and uploaded in our library website under the caption 'Enlisted Book Supplier'.

University Authority / Library Authority will reserve the right to accept/reject vendorship

Last date of submission of application for enlistment (proposed)- 31/05/2025

For any doubt and query don't forget to contact with Sri Ramprasad Majumdar In-charge, Acquisition Section, Central Library, Visva-Bharati (+919434250016, ramprasad.majumdar@visva-bharati.ac.in) before submission of application for enlistment.

Thanking you



(Dr N. C. Saha)
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