

Terms & Conditions for Book Supply to Assam University 2014-15

1. The supplier should have a valid Trade Licence (Copy should be enclosed with CST, PAN, and last 3 years IT return etc).
2. Association membership certificate must be produced.
3. **Books should be supplied at a discount rate of 20%.**
4. Confirmation of EOI in a sealed envelope should reach the Office of the Librarian (by hand/courier/post) on or before 08/08/2014 up-to 2 P.M.
5. During EOI, the vendors/suppliers/publishers should indicate details about each and every book otherwise EOI will be cancelled automatically.
6. **Regarding selection of vendors/suppliers/publishers and placing of orders the decision of Assam University will be final and no correspondence will be entertained.**
7. After placing order, books should be delivered at the Rabindra Library, Assam University at suppliers cost (by post/courier/person) within 30 days in case of Indian Publications and 60 days for foreign publications. **FAILING** to that, the order will be cancelled automatically.
8. The original publisher price proof, bills in triplicate must be submitted along with books. It may also be noted that a soft copy of the bill must be send through e-mail (**rabindralib@gmail.com**).
9. After receiving the packets, the books will be checked by library staff members and if it fulfils all the Terms & Conditions, the books will be sent for processing and payment.
10. Bills will be processed for payment only if minimum 80% of the ordered books reach Library within the stipulated time period.
11. **It may be noted that mere receiving of the books in packets does not make the university liable for payment.**
12. In case of any discrepancy found in Title, Author, Price, ISBN, edition, condition of the book etc. the books will not be processes and those books will be rejected.
13. The concerned supplier will be informed in case of any rejected book(s) over e-mail only. The rejected books should be returned back by the supplier at their own cost within 30 days of rejection.
14. No remainder issue will be accepted and only latest issue or as per the edition written in the list will be accepted from the suppliers.
15. The supplier has to give undertaken that the books supplied are of latest edition, not reminder copy and original books published by the publisher.
16. If any party accepts order and do not supply books in due time without any valid or justified communication, may be blacklisted for future order.
17. All disputes will be under Silchar jurisdiction.

** This has got approval of Library standing Committee.

Address of communication:

Librarian

Rabindra Library, Assam University,
Durgakona, Silchar,
Assam. 788011

Email:

arun2929@gmail.com

apurbajyoti@gmail.com

rabindralib@gmail.com