



Assam University:: Diphu Campus: : Central Library

Ref No- RCH/NER/13/2014-15

Date: 18/2/2015

EXPRESSION OF INTERESTS

This is to invite 'Expression of Interest' from the intending book distributors/suppliers that Assam University, Diphu Campus Library, Diphu is going to procure books related to I.C.M.R. funded Research project of Somenath Bhattacharjee, Assistant Professor, Department of Anthropology of Assam University, Diphu Campus. Following are the terms and conditions regarding supply and purchase of the books.

**Terms & Conditions:**

1. The distributors/suppliers should have a valid Trade License (Copy should be enclosed with CST, PAN etc);
2. Books should be supplied at a discount rate of minimum 20%;
3. Confirmation of 'Expression of Interest' should reach (through email and courier) within 10 days from publication of this advertisement. The 'Expression of Interest' should be properly signed by the authority (scan in case of email attachment) and also contain detailed address;
4. **Regarding selection of distributors/suppliers and placing of orders the decision of Assam University will be final and no correspondence will be entertained.**
5. After placing order, the books should be delivered at the Assam University, Diphu Campus Library, Diphu, Karbi Anglong, Assam-782462 at suppliers' cost within 30 days (by courier/person) **FAILING** to which the order will be cancelled automatically;
6. The original publisher price proof, bills in triplicate must be submitted along with books.
7. The Bill(s) in triplicate must bear the following certificate in the body of the Bill(s) itself:
  - (a) Only latest editions have been supplied;
  - (b) The price charged is correct and as per the publishers' catalogues invoices from the publishers/Distributors and the conversion has been charged as per latest GOC/Price proof circular. The copy is enclosed.
  - (c) Titles supplied are not the remaindered titles.
8. After receiving the packets, the books will be checked by library staff members and after satisfying the books will be sent for processing and payment.
9. **It may be noted that mere receiving the books in packets does not make the University liable for payment.**
10. In case of any discrepancy found in Title, Author, Price, ISBN, edition, condition of the book etc. the books will not be processed and those books will be rejected.
11. The concerned distributor/supplier will be informed in case of any rejected book(s) over email only. The rejected books should be returned back by the supplier at their own cost within 30 days of rejection.
12. 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.
13. A copy of order may be sent along with the Bill(s) to avoid delay in the processing. In case of all publications authenticated (duly signed and stamped). Price proof should be enclosed along with the Bill(s) invoices.
14. Payment will be done after the complete delivery of all the proposed books only.
15. The expression of interest should reach to the Assistant Librarian, Assam University, Diphu Campus.
16. All disputes will be under Diphu jurisdiction.

\*\* This has got approval of Library Standing Committee. Assam University, Diphu Campus Library, Diphu.

Anindya Bhattacharya  
(Anindya Bhattacharya)  
Assistant Librarian

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