

Terms and conditions for empanelment of the Vendor(s) for Supply of Book(s)

Applications are invited from the reputed vendors/suppliers of books fulfilling following conditions. The last date of submission of application is 15th November, 2016

1. Only the vendors registered with the Book Seller's Federation for minimum ten years- will be registered. They should produce the certificate of Registration for current year and back year(s) as proof of membership.
2. Income Tax Return for last five years is to be enclosed with the letter/application.
3. An EMD of ₹ 10, 000 (in favour of **Finance Officer, Assam University, Silchar**), is to be deposited in the name of AUS which will be forfeited in case of quoting the rates for book and not supplying the same after receipt of the order.
4. The turnover of the vendor should be minimum **₹ 50 Lakh per annum**. A certified copy of Bank Statement/certificate from Chartered Accountant- is required as proof.

Terms and Conditions for supply of Books/Documents

1. **Discount:** 20% flat discount. In case of special publication including Society, Government publication discount will be as per Publisher/Government Policy for which the vendor has to enclose a documentary proof.
2. **Delivery:** The books will be delivered to the undersigned either through the registered post or by the supplier himself and the expenditure will be borne by the supplier. The documents are to be delivered to the Acquisition Section, AUS, Silchar and should obtain a proper receipt on the challan. All orders are time bound and should be supplied within the period specified below-
 - Documents available locally within 2 weeks
 - Documents to be procured from abroad
 - Surface mail 3 months
 - Air mail 4 weeksTextbook (multiple copies available locally)
3. **Bill:** The bills should be in triplicate and pre-receipted and it should be in the name of the **Librarian, Assam University, Silchar**. It should also contain the Order Number and serial number of the item of order. The body of the bill should have following certificates-
 - The books supplied are latest edition and are not remainder titles.
 - Correct price as per Publisher Catalogue has been charged.
 - Conversion rates have been charged as per Reserve Bank rate.
4. **Consignee:** Librarian, Assam University, Silchar- 788 011 (Assam).



5. **Packing:** packing list giving full particulars of the books must be kept in packing list. The particulars of the order number and date should also be there.
6. **Payment:** Payment will be made within reasonable time i.e. 30 days from the receipt of the consignment if the books are in good condition and no discrepancy is there.
7. The bill must contain the item number of the order against the title supplied.
8. All the books supplied should be as per specification, if the books are not found satisfactory, the same will be sent back and the expenditure will be borne by the supplier. Supply must be assured for each and every title ordered within the stipulated time. In case of failure, orders may be cancelled for titles and no future order will be placed with the vendor.
9. The office must be intimated within the period fortnight from the date of receipt of the supply order, regarding the titles which can't be supplied even upto the valid date.
10. The Institute has the right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
11. Foreign publications, if available at Special Indian Price, must be supplied at Indian Price.
12. Disputes are subject to jurisdiction of Silchar court only.

A handwritten signature in black ink, appearing to read 'A. S. M.' or similar, with a large, stylized initial 'A' and a horizontal line underneath.