



**Central Library**

University of Allahabad  
Prayagraj – 211002  
Phone: (0532) 2460050  
e-mail: [librarian@allduniv.ac.in](mailto:librarian@allduniv.ac.in)

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**Application Form for the Empanelment/ Registration of Publishers/  
Suppliers/ Subscription Agents for Purchase/Subscription of Books,  
Journals and E- resources**

1. Name of the Firm : \_\_\_\_\_  
2. Address : \_\_\_\_\_  
(Attach Documentary Proof) \_\_\_\_\_  
e-mail : \_\_\_\_\_  
Phone/ Mob. No.(s) : \_\_\_\_\_  
Web Site : \_\_\_\_\_

3. Constitution of the Firm : Proprietor/ Partnership/ Company  
(Please tick √ )

4. Name of the Owner (s) : \_\_\_\_\_  
e-mail : \_\_\_\_\_  
Phone/ Mob.No.(s) : \_\_\_\_\_

5. Date of Establishment : \_\_\_\_\_  
(Attach Documentary Proof)

6. Nature of Business : a) Supply of Books   
(Pl. tick in appropriate box/boxes) b) Supply of Journals   
c) Supply of e-Resources

7. Annual Turn Over for last three years \_\_\_\_\_  
(Attach copy of ITR filed in last three years)

8. If you are an authorized distributor of any publisher, please provide name(s)

of Publisher(s) whom you represent (Attach Separate sheet) \_\_\_\_\_

9. List of Regular clients with the name of Contact Person(s) and Phone/ Mobile Nos. (Please attach **Satisfactory Supply Certificate** from at least three Libraries of Universities/ Govt. Institutions out of which at least one should be from a Central University. Separate sheets may be used for list of regular clients)

10. Permanent Account Number (PAN) \_\_\_\_\_

(Attach copy)

11. Goods and Services Tax Number (GST) ) \_\_\_\_\_

(Attach copy)

12. Membership details of National or State Level Booksellers and Publishers Association : \_\_\_\_\_

(Attach documentary proof)

13. Membership details of GOC (Good Offices Committee) for Subscription Agents only : \_\_\_\_\_

(Attach documentary proof)

14. EMD Details

DD No./FDR No./BG No. & Date :

(To be endorsed in original)

Name of the Bank & Address :

Amount :

Signature : \_\_\_\_\_

(Authorised Signatory)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

(Note: Self-attested documents are to be enclosed)

## UNDERTAKING

I/We, \_\_\_\_\_ S/O \_\_\_\_\_

solemnly affirm that I am/ We are owner(s) of the firm \_\_\_\_\_, Which deals in supply of Books/ Journals/ e-Resources and the address of the Firm is \_\_\_\_\_

Phone/ Mob \_\_\_\_\_ PAN \_\_\_\_\_

- I/ we undertake to supply all the Books/ Journals/ e-Resources ordered to the firm, if they are available with the Publisher/ in the Market.
- I/ we undertake to supply only latest editions, latest reprints and not the remainder titles of the book(s) and shall charge the price as per Publisher's price.
- I/we were not blacklisted anywhere in the past.
- If an Indian/ Asian edition of the foreign book is available, I/ we shall supply only the Indian/ Asian edition.
- If an International Student Edition of a foreign book is available, I/ we shall supply the same only.
- If a low priced or special edition for India is available, I/ we shall supply only that edition.
- In case any discrepancy is noticed by the Library System, University of Allahabad at any stage, I/we undertake to refund the amount or replace the book immediately even if it has been processed by the Library System, University of Allahabad.
- I/ We accept the terms and conditions mentioned in Annexure 'A' for the supply of Books/ Journals/ e-Resources attached with Application Form.

Signature with stamp

### **Witnesses**

1. Signature : Name & Designation :

2. Signature : Name & Designation :

(Note: This undertaking is required on Rs 100/- non-Judicial stamp paper, with two witnesses duly attested by the Notary.)

**Terms and Conditions for Purchase of Books**

- i. The price of book/ document will be as fixed by the publishers.
- ii. The order shall remain valid for a period of eight weeks for foreign publication(s) and four weeks for Indian publications. The supply period may be extended by the Librarian in genuine cases; otherwise the order shall stand cancelled.
- iii. The supplier shall append the following declaration on the bills:
  - A. Only latest editions/ reprints have been supplied and these are not remainder titles/ damaged books with missing pages.
  - B. The prices have been correctly charged in accordance with the Publisher's/ Importer's/ Distributor's Invoices without any handling/ postage charges.
  - C. The supplier must provide the Income Tax Permanent Account No. (PAN).
- iv. The minimum discount accepted by the Library System of University of Allahabad will be-

S.N.	Type of Publication	Minimum discount on printed price
01	Hardbound edition of Books/ Multi volume set of all categories except Government publications	20%
02	Paperback edition of foreign published/reprinted Books/ Multi volume set of all categories	20%
03	Paperback edition of Indian published/reprinted and foreign books reprinted in India except Government publications	15%
04	Government Publication *	10%

(\*There shall be no discount on such Government publications on which the supplier(s) do not get any discount, on production of documentary evidence)

- v. Foreign publication, if available at special Indian/ Asian price, must be supplied at Indian Price.
- vi. Foreign Book(s) published/ reprinted more than three years ago shall not be supplied to the Library in the subjects of Science.
- vii. Conversion rate of foreign publications would be calculated as per Bank conversion rate on the date of billing/ GOC Conversion rate, whichever is less.
- viii. No postage/ freight charges will be paid.
- ix. Only paperback editions should be supplied, except in the case where the book is published only in hardbound.
- x. Invoice in triplicate shall be submitted in the name of The Librarian, University of Allahabad mentioning the order no. and date, giving ISBN, author, title, edition, name of publishers, year of publication and price.
- xi. Price quoted in invoice for all publications should be supported by purchase invoice along with Publisher's price proof.

- xii. Price shown on Internet or website of the Publishers/ Suppliers shall not be accepted by the Library as support of price verification.
- xiii. In case of foreign publication, price in the currency of the country of publication may be mentioned.
- xiv. If a book supplied is a defective one, it will be returned even after books have been stamped by the library, at the cost of supplier(s).
- xv. Any firm found having cheated the library by supplying old, remaindered and damaged books or having charged more than the actual publisher's price, shall be **punished by blacklisted and EMD shall be forfeited.**
- xvi. In case of unsupplied book(s), a certificate of non-availability of that book(s) in the market from publisher/ distributor/ stockiest of the publisher should be produced to the Library.
- xvii. The University reserves the rights to change any or all of the above terms and conditions.
- xviii. Disputes are subject to jurisdiction of Allahabad Court only.

### **Terms and Conditions for Subscription of Journals**

- i. The Subscription Agent(s) will acquire the Journals by AIR MAIL and supply them to us by Registered post at regular intervals, preferably every week, at no additional cost to us for air lifting/ air mail.
- ii. Conversion rates as per Bank Exchange rates/ latest GOC circular (whichever is less).
- iii. No Discount.
- iv. The subscription Agent(s) will remit the full subscription to the publisher on behalf of the University of Allahabad before submitting bills of Journals for advance payment and will submit documentary evidence for such remittance and supply orders.
- v. Full advance payment shall be made against all the bills of Journals. Bills should accompany the Price-proof of Journals.
- vi. The subscription Agent(s) shall submit bank guarantee equivalent to ten percent of the amount of advance for two years along with the bills of Journals.
- vii. Before allowing advance payment, there shall be an agreement between the University and the Subscription Agent(s) with provisions to ensure timely supply of journals. There shall be a penalty clause to pay back @ 1.25 times of the subscription of missing Journals.
- viii. Claims for missing issues of Journals shall be made within 90 days of the publication of issue, in case it is supplied directly by the publisher. In case of delivery by Subscription Agent(s) the supply will be reviewed every quarter by the Library and the Agent(s).
- ix. Claims for missing issues of Journals should be settled within two years from the date of payment.
- x. Order must be processed immediately without delay. Advance payment must be made by the Subscription Agent(s) to the publisher on behalf of University of Allahabad (as Subscriber) and invoice/ bill of subscription amount should be submitted for payment along with the remittance proof, publisher's price-proof and order placed to publishers. The University shall pay the invoice/ bill within two months from the date of receipt of the invoice/ bill.
- xi. Supplementary bills shall not be submitted, except when subscription rate is changed by the publisher and revised rate is paid by the supplier. Such a revised rate shall be paid by the University on production of documentary evidence.
- xii. No handling/ service charges will be paid even if there is no agency discount or short discount allowed to the Subscription Agent(s) from the publisher.
- xiii. If there is any discrepancy or inability to process our orders on time, the same should be intimated immediately to this office.
- xiv. If the publication of the Journal is behind the schedule, the same should be informed accordingly along with the expected date of availability.
- xv. The Subscription Agent(s) should ask the publisher of the journal to provide the online access of the journals which are subscribed in print with online by the university or are free with print subscription.
- xvi. The Subscription Agent(s) should provide the URL of the Journals which are subscribed print with online by the university or are free with print subscription.

Our IP ranges are:

- 14.139.244.240 to 14.139.244.255 for campus use and
- 13.127.124.35 for remote access

(Which are likely to be changed from time to time)

- xvii. The Subscription Agent(s) would send a signed agreement on a non-judicial stamp paper of Rs 100/- mentioning all the above terms and conditions in it.
- xviii. The Subscription Agent(s) should submit the invoice in triplicate in the name of Librarian, Central Library, and University of Allahabad for the Journals of each subject separately along with price-proof for the same.