



Annexure – A

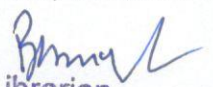
**Terms and Conditions for Purchase of  
Printed Books**

- i. The price of printed 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 remaindertitles/ 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

  
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- 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 person placing the purchase order i.e. University Librarian, Dean, Director, Head ,Principal, Coordinator, Principal Investigator of the Project, etc. , mentioning the order no. date, 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 Prayagraj Court only.

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

<sup>2</sup>  
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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 14.139.244.254 for campus use and
- **Remote Access through Shibboleth Authentication. Details of Shibboleth are hereunder**

entityName: University of Allahabad


entityID: <https://idp.allduniv.ac.in/idp/shibboleth>

eduPersonScopedAffiliation: faculty|student|member|researchsh  
ola r|staff@allduniv.ac.in

eduPersonEntitlement: <https://allduniv.ac.in>

**\* 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

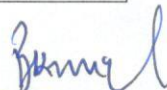
  
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- name of the person placing the subscription order i.e. University Librarian, Dean, Director, Principals etc. along with price-proof.
- xix. Disputes are subject to jurisdiction of Prayagraj Court only.

### Annexure - B

#### List of Empanelled Publishers/ Book Suppliers/ Subscription Agents


S.No.	Name and Address of Firm	Recommended for the purchase/ subscription of
1	A.H. Wheeler & Co. Pvt. Ltd., 19 M.G. Marg Civil Lines, Prayagraj – 211001. 0532-2427255, wheelerbookshop@ahwheeler.com	Printed Books
2	Aadi Book, 39/18 Sakti Nagar New Delhi – 110007. 9999997901, aadibooks4575@gmail.com	Printed Books
3	Ahuja Book Company Pvt. Ltd., 43 48/4C Ansari Road Dariya Ganj, New Delhi – 110002. 9810150545, info@ahujabooks.com	Printed Books
4	Allied Publishers Pvt. Ltd., D-5, Sector 2 Noida - 201301. 9810114020, delhi.books@alliedpublishers.com	Printed Books
5	Allied Publishers Subscription Agency, D-5, Sector 2 Noida – 201301 9810114020, delhi.journals@alliedpublishers.com	Printed Journals and e-Resources
6	Anubhav Book Distributors, 618/95/38 Sarvoday Nagar Allahpur Prayagraj – 211006. 9450610262, anubhavpublishinghouse@gmail.com	Printed Books
7	Atlantic Publishers and Distributors Pvt. Ltd., 7/22 Ansari Road Dariya Ganj, New Delhi – 110002 9811134611, sales@atlanticbooks.com	Printed Books and Printed Journals
8	Consortium Book Pvt. Ltd. 19-B/13 First Floor Algen Road Civil Lines, Prayagraj – 211001 9616317600, consortiumbooks@gmail.com	Printed Books, Printed Journals and e-Resources
9	D.S. Books International, NPA Arcade Shop No. 202 II Floor 23 M.G. Marg Civil Lines Prayagraj – 21100 9415367061, dsbiindia@gmail.com	Printed Books and e-Resources
10	Govinda Book House, 59 Gautam Appartment Gulmohar Park Road, New Delhi – 110049. 9810156183, govindabookhouse@gmail.com	Printed Books

  
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11	Indica Publishers and Distributors Pvt. Ltd., 7/31 Ansari Road Dariyaganj, New Delhi – 110002. 9810121450, ipdplbooks@yahoo.co.in	Printed Books
12	Indica Technology and Service, 7/31 Ansari Road Dariya Ganj, New Delhi – 110002 9810121450, itaspldl@gmail.com	e-Resources
13	International Book Agency, Flat No. 2 Nirala Market Nirala Nagar, Lucknow – 226020. 9415101534, internationalbookagency@gmail.com	Printed Books
14	International Subscription Agency, Flat No2 Nirala Market Niralanagar, Lucknow- 226020. 9414106648, info@isa.in	Printed Journals and e-Resources
15	Jain Books & Periodicals, 1586/113 Ganesh Pura Tri Nagar, Delhi – 110035. 7678273134, jbpadelgi@gmail.com	Printed Books and Printed Journals
16	Krishna Book Distributors, Near Iswar Saran Degree College Campus, Salori, Prayagraj 211004. 8887833489, krishnabook98@gmail.com	Printed Books
17	Library Books Suppliers, 4/599 Vijayant Khand Gomti Nagar Lucknow – 226010. 7526017999, librarybookss@rediffmail.com	Printed Books, Printed Journals and e-Resources
18	Lok Bharti Prakashan, 125/29 Darbari Building, M.G. Marg Civil Lines, Prayagraj – 211001. 981028983, info@lokbhartiprakashan.com	Printed Books
19	Metro Book Pvt. Ltd., 20/4637 Ansari Road Dariya Ganj New Delhi – 110002. 9911902450, metrobooks@rediffmail.com	Printed Books
20	Modern Book House 1-UGF, 1/3 Amarpalli Green Vaibhav Khand Indirapuram Ghaziabad (U.P.) – 201014. 9350175116, gzb.mbh@gmail.com	Printed Books
21	News & Literature House, 44-45 First Floor Paliwal Market, Gumanpura, Kota – 324007. 9829038026, nlhkota@gmail.com	Printed Books, Printed Journals and e-Resources
22	Oura Prakashan and Book Distributors Pvt. Ltd., 7/593 Jankipuram Extension Lucknow – 22603. 9415424784, ourapbs@gmail.com	Printed Books, Printed Journals and e-Resources
23	Rishabh Book, 22/4735 Prakash Deep Building, Ansari road Dariyaganj, New Delhi – 110002. 9958425511, rishabhbooks@yahoo.in	Printed Books
24	Sahitya Bhandar, 50 Chahchand(Zero road) Prayagraj – 211003. 9515214878 sahityabhandar50@gmail.com	Printed Books

25	Shiv Bharti Publisher and Distributors, 440/551 Fauvara Chauraha Mumfordganj Prayagraj – 211002. 9554177774, shivbharti98@gmail.com	Printed Books
26	Total Library Solutions, India Pvt. Ltd., WZ-248 Plot No. & Indarpuri, New Delhi – 110012. 9811114737, contact@tlsindia.com	Printed Books, Printed Journals and e-Resources
27	Tripathi Book Distributors, Shop No. 212 NPA Archade II Floor 23 M.G. Marg Civil Lines Prayagraj 211001. 9415235892, tbxalld@gmail.com	Printed Books and e-Resources
28	Uppal Book Store, 4740/23 Ansari Road Dariya Ganj, New Delhi – 110002. 9810188070, uppalbooks@gmail.com	Printed Books
29	Vitasta Publishing Pvt. Ltd., 11/301 Eastened Appartment Mayur Vihar Phase 1 Extension New Ashok Nagar New Delhi – 110096. 011-43509425, 9810315777, yameen.fiza@vitastapublishing.com	Printed Books

  
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