

Terms & Conditions for Vendor Registration

1. The vendor should be member of the Federation of Publishers/Booksellers Association in India.
2. Vendor should have a permanent Income Tax Account No. and Service Tax No.
3. The vendor should have a minimum of 3 years experience in dealing with reputed academic/ research/ university library.
4. Vendor should supply the selected books within a period of two month, failing which order will be given to another vendor. If any empanelled vendor often fails to supply the material within the given time, procedure to debar the vendor may be initiated.
5. Vendor should give maximum discount on published price for all books in English/ Hindi of Indian and foreign origin and in no case less than 20% discount is permissible.
6. Only Government/Learned Society publications shall be allowed to purchase at no discount. No discount title(s) shall also be allowed to be supplied at no discount price. A separate certificate to this effect should be appended with the bill.
7. Vendor will have to supply foreign/Indian Society publications, government publications and no discount titles whenever required.
8. Vendor will have to submit the bills of foreign books converted to Indian rupees and it will be paid at the Good Office Committee (GOC) exchange rate as applicable to the date of invoice.
9. The vendor must submit publisher's/distributor's/dealer's price catalogue/invoice copy as a price proof duly certified and stamped for the books supplied by him along with the bill.
10. Incomplete or wrong information furnished in the Book Indent/Recommendation Form/ bill/ price proof/ Vendor Registration Form, may debar a vendor for supply of books.
11. The Library Committee reserves the right to recommend or reject any or all the book suppliers. The decision of the Director, SPA Bhopal on the advice of the Library Committee will be final in all cases in respect of acceptance/ rejection/ arbitration and no explanation will be given.
12. The publications supplied should be in good condition without any defects.
13. Unless otherwise mentioned, only the latest edition of the publications will be accepted and they must be in good condition.
14. Invoice(s) are to be submitted in duplicate (2 copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory.
15. Invoice(s) are to be addressed in the name of The Librarian, School of Planning and Architecture Bhopal, Neelbad Road, Bhauri, Indore Bypass, P.o.: Bairagarh, Bhopal, Pin- 462030 and submitted to the Library.

16. All entries in the Invoice(s) should be typed or neatly hand written in the format acceptable to the library.
17. All matter of dispute will be subject to legal jurisdiction of the courts at Bhopal only.
18. The prices have been correctly charged in accordance with the publishers' invoice and publisher catalogue.