



॥ सा विद्या या विमुक्तये ॥

स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

'ज्ञानतीर्थ', विष्णुपुरी, नांदेड - ४३१ ६०६ (महाराष्ट्र राज्य) भारत

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

'Dnyanteerth', Vishnupuri, Nanded - 431 606 (Maharashtra State) INDIA

Established on 17th September, 1994, Recognized By the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'B++' grade

Fax (02462) 215572

Knowledge Resource Center

www.srtmun.ac.in

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Ref : SRTMUN/KRC/ACQ/Quotation/2024-2025/ 246

Date:- 10-06-2024

**Trade Terms for supply of Books & Other Reading Materials for the Year 2024-2025**

The Director, Knowledge Resource Center, Swami Ramanand Teerth Marathwada University, Nanded invites "Trade Terms for supply of Books & other reading material for the financial year 2024-2025" from authorized vendors.

This is a state university established in the year 1994. The Knowledge Resource Centre of the University caters the information needs of the users through Knowledge Resource Center, Sub-center Library at Latur, Parbhani, New Model Degree College Library, Hingoli, Dr. Babasaheb Ambedkar Chair Library, Shri Guru Gobind Singhji Chair Library, Late Shri Uttamrao Rathod Tribal Development & Research Center Kinwat and Competitive Exam & Skill Development Center university campus Nanded. University intends to purchase books and other reading material during in the financial year 2024-2025. All the interested vendors are requested to submit Trade Terms in the **sealed envelope** addressed to **The Director, Knowledge Resource Center, Swami Ramanand Teerth Marathwada University, Vishnupuri, Nanded - 431 606.**

A copy of prescribed form is enclosed herewith. The Vendors are requested to submit duly filled copy on or before **01<sup>st</sup> July, 2024** by post / by hand so as to reach Knowledge Resource Center. (**Trade Terms received after due date will not be accepted**). The envelope shall be superscripted as "**Trade Terms 2024-2025 for the supply of Books**" in bold letters.

  
Director (KRC)

**DIRECTOR**  
**Knowledge Resource Centre**  
**Swami Ramanand Teerth**  
**Marathwada University, Nanded**



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### Trade - Terms 2024-2025

#### A. General Information:

Name of Bookseller/Vendor \_\_\_\_\_  
Registration No. \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Bank Account No. \_\_\_\_\_  
Name of the Bank /Branch/ Place \_\_\_\_\_  
IFSC Code of Branch \_\_\_\_\_  
PAN No. \_\_\_\_\_  
GST No. \_\_\_\_\_  
Telephone / Mob. No. \_\_\_\_\_  
Website \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Name of the Representative \_\_\_\_\_  
or Contact person Name and \_\_\_\_\_  
his/her Mobile number, e-mail \_\_\_\_\_

#### B. Discount Rates:

Description	Discounts rates for		
	One copy	2 to 5 copies	More than 5 copies
Indian Publications in English Language			
Foreign Publications in any Language			
Indian Publications in Indian Languages			
Reference Books			
Multi-Volume Books			
Text Books			
Government, Institutional Publications and law books			
UNESCO, World Bank and such publications			
Non-print material CD, DVD, Maps, Atlases, e-resources, e-books, e-journals, e-databases etc.			
Books published before 1 <sup>st</sup> April 2014			
Braille Books			
Printed Books along with license softcopy			

<b>C. Mode of delivery:</b>	-----
<b>D. Date of conversion rate:</b>	<b>Date of Order/Billing/any other</b>
<b>E. F.O.R. at (Door Delivery)</b>	<b>Nanded/ Latur/Hingoli/Parbhani/Kinwat</b>
<b>F. Books on approval:</b>	<b>Yes/ No</b>
<b>G. Packing, postage &amp; handling charges:</b>	<b>Free</b>

#### H. Terms and Conditions:

Please Note that all transactions will be executed subject to the following guidelines from University side after approval.

01.	The vendor should be agreed for and send the classified list of books/catalogues for different subjects regularly. The vendors also need to send books on approval and participate in book exhibition as and when needed.
02.	The Vendors and publishers needs to keep us well informed about the publication and communication regularly.
03.	The Purchase order shall be acknowledged and executed up to the specified date failing which, it would be deemed to be cancelled.
04.	The rate of discount for foreign and Indian publications in English to be fixed to the maximum but it should not be less than 15% of published price.
05.	The rate of discount for Indian Languages to be fixed to the maximum but it should not be less than 10% of published price.
06.	The rate of discount for Books published <b>before 1<sup>st</sup> April 2013</b> to be fixed to the maximum but it should not be less than <b>30%</b> of published price.
07.	The rate of discount for Reference books & Set volumes (Multi-Volume Sets) to be fixed to the maximum but it should not be less than <b>20%</b> of published price.
08.	Wherever available softcopy / perpetual online access to the supplied printed book shall be mandatory. Vendor needs to mention such availability at the time of quotation.
09.	The pre-receipted bill should be in triplicate drawn in the name of <b>The Director, Knowledge Resource Center, SRTM University Nanded</b> . The original bill(s) should be duly stamped in case of the amount exceeds of Rs. 5000/-. The bill should also contain order number, date of the order and details about the Account number, Bank Name, Branch Name with address and IFSC Code be given on the bill so as to make payment through Bank / NEFT / RTGS / D.D. etc.
10.	The price should be charged as per Printed Price on the book / the publisher's latest catalogue.
11.	It is essential to mention GST No. & PAN on the bill. The bill must contain the item number of the order against the title supplied.
12.	In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the prices in rupees charged in accordance with the approved rate of exchange.
13.	The vendor shall be bound to supply all the books quoted by them and ordered by the University. In case any difficulties in supplying ordered book/s vendor needs to give proper justification.
14.	The body of the bill should contain following certificates a) The latest edition and original publication of the book has been supplied and these are not remaindered books. b) Correct price as per publisher's catalogue has been charged. c) <b>Conversion rates have been charged as per Reserve Bank of India (RBI).</b>
15.	Books should be in good condition and latest edition should be supplied.
16.	It should be noted that Indian Edition of books available in the market should be supplied even if foreign edition is mentioned in our order unless otherwise specified.

17.	Every Book must have printed price, in case the price is not mentioned on the book or price is shown by stamp or handwritten corrections in the original price is done, please forward copy of the publisher's catalogue for price verification.
18.	Books available in Indian market should be supplied within <b>One Month &amp;</b> foreign publication should be supplied up to <b>Two Months</b> failing which the order will be treated as automatically cancelled. In case the book is on ' <b>Print on Demand</b> ' (POD) vendor should communicate it immediately for exact requirement of supply period.
19.	The bills are paid strictly in accordance with the terms and conditions. If any extra charges like the tax, packing, forwarding charges, postage, registration, freight indemnity or service charges are claimed in the bill will be deducted from the bills without any information to the vendors.
20.	Payments of outstation suppliers will be made through NEFT / RTGS / Demand Draft, after deducting bank charges after delivery.
21.	Damaged books, books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning.
22.	Unapproved books & books not required by the Knowledge Resource Center will be collected by the booksellers concerned, at their own cost.
23.	Books supplied against firm order if later found duplicated will be accepted back if returned in good condition at the cost of Knowledge Resource Center.
24.	Transit Insurance will be borne by supplier till the supply reaches the destinations.
25.	The book supplier should not be blacklisted by any National or State government institutions, universities during last five years.
26.	The Director's decision in all the matters of procurement of books shall be final and binding on all concerned.
27.	The right to reject any or all or part of quotation without assigning any reason and shall also not to be bound to given any clarifications to the vendors whose quotations are rejected.
28.	All legal disputes, if any, shall be settled in the court of Nanded.

The above terms and condition (1 to 28) are agreed. I am also agree to supply books on the quoted discount for the year 2024-2025.

**Signature and Stamp of Vendor**

Please attach following documents:-

- 1) Authorized Book suppliers Certificate / Shop Act License.
- 2) Photocopy of PAN Card & Aadhar Card.
- 3) GST No. Certificate proof.
- 4) Copy of latest year Income Tax annual return.
- 5) List of publishers represented.
- 6) List of Subjects in which you supply the books.
- 7) List of universities and noted libraries where you supplied books in the last year.
- 8) Membership Certificate such as federation of Publishers & Book sellers association or any other national association of book seller (If any).