



***PDPM-Indian Institute of Information Technology
Design & Manufacturing, Jabalpur***

(An Institute established by MHRD, Govt. of India)

Dumna Airport Road, P.O.: Khamaria, Jabalpur - 482 005, Madhya Pradesh, India

LIBRARY

Dated 6th July, 2010

Dear Book Supplies/Distributors/Publishers,

Empanelment of Book Supplies/Distributors/Publishers

PDPM Indian Institute of Information Technology Design & Manufacturing Jabalpur is an autonomous Institute established by MHRD, Govt. of India, New Delhi. Presently, the Institute has a panel of four book supplies/Distributors/Publishers who are supplying books to the Institute library. The agreement with the panel of book supplies/Distributors/Publishers will be ending on 31st August, 2010. Therefore, the Institute is in the process of empanelment of book suppliers/distributors/publishers for the supply of books for its Library with fresh agreement.

All suppliers/distributors/publishers will be required to submit an undertaking in the enclosed format (attached as annexure I), duly signed. The Institute would process further formalities with those suppliers/distributors/publishers who will submit the signed undertaking. It is further requested to kindly send a separate sealed letter, stating the percentage of discount you are going to offer to the Institute for all categories of books, on a continuous basis. The last date of receipt of the signed agreement and letter of discount rate is July 19, 2010.

With best wishes,

Sincerely Yours

Dr. B. Gupta
Convener, Library Services

Encl.: Agreement (annexure I)



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**Undertaking for the Supply of Books to PDPM Indian Institute of
Information Technology, Design & Manufacturing Jabalpur**

To,
The Director
PDPM-IIITDMJ, Dumna Airport Road
P.O.: Khamaria, Jabalpur - 482 005
Madhya Pradesh, India

I/We hereby under-take the following:

Books:

1. That against a given order, only the latest edition of the titles will be supplied.
2. That against each title, it will be certified that the books supplied are genuine and their pirated versions have not been supplied.
3. That unless otherwise specified in the order, only the Indian Edition/Low Price Edition of the book, if existing and corresponds to the latest edition of the book, will be supplied.
4. That unless otherwise specified in the order, only the Paperback Edition of the book, if existing and corresponds to the latest edition of the book, will be supplied in place of the Hard Cover edition.
5. That if the CD/online version of the book exists, it would be my/our responsibility to inform the Institute/Library about the same before supplying against a given order.

Pricing:

1. That the supplier shall certify that the prices quoted in the bill(s) are the latest publisher's prices. In support of the certificate, the supplier shall also be required to enclose the price proof for each supplied title.

2. That the supplier shall also submit a price proof on which he has purchased the book from an Indian/Foreign book distributor. Of course, his discount may or may not be mentioned in the price proof.
3. That in case of book(s) with prices in foreign currency, prices will be converted to Indian Rupees on bank rates as per the following:
 - (a) If books are supplied on approval and approved by a faculty or an academic staff, the Bank Exchange Rates (BER) for the date of order shall be applicable.
 - (b) If books are supplied against an order placed by the Institute, then the Bank Exchange Rates (BER) for the date of invoice shall be applicable.
4. That conversion rates of a Foreign Currency in the Indian Currency will be obtained through either (a) website of the Reserve Bank of India or (b) Economic Times edition of the day in concern or (c) any National Bank where the supplier maintains his account and on which the bill has been raised.

Delivery:

1. That Indian edition of the book(s) shall be supplied within 21 days from the receipt of the order. Similarly, foreign editions of the book(s) shall be supplied within 45 days of the receipt of the order.
2. That in case, there is a delay in supplying of book(s) within the stipulated periods, and the delay is justified due to valid reasons; the supplier will be responsible for obtaining the permission from the Librarian/Person in charge.
3. F.O.R. PDPM IIITDM Jabalpur.
4. Within one week time from the receipt of the order supplier should inform whether he will be able to supply the book or not in case of Indian edition of the book. Also for foreign editions, supplier should inform within ten days whether he will be able to supply the title within the time limit or not.

Billing and Payment:

1. That supplier shall mention his M.P.S.T./C.S.T. number in the bill.
2. That Taxes will be applicable as per rules.
3. That Payment will be made within 45 days from the delivery of all titles against an order.
4. That Payment shall be made by cheques in case of local supplier(s) and through drafts in case of out-stationed supplier(s). The amount of draft preparation will be deducted from the payment.

I/We am/are ready to supply the books on terms & conditions given above. Kindly include me/us in your panel for the same.

Date:

(Signature of the Applicant/Supplier)

Place:

Name:

Address: