

## TERMS AND CONDITIONS FOR SUPPLY OF PRINTED BOOKS

- The price of books/documents will be as printed on the books or fixed by the publishers.
- The payment will be made on satisfactory delivery and receipt of books in acceptable conditions at BHU library.
- The supplier shall be required to supply the latest available editions of the ordered books/publications unless ordered otherwise.
- BHU library reserves right to terminate the contract at any time without assigning any reason. The suppliers will not be entitled to claim any compensation against such termination.
- The suppliers must acknowledge the receipt of an order within 4 days.
- The order shall remain valid for a period of 35 days for foreign publications and 21 days for Indian publications from date of order. The order will be treated as cancelled after mentioned period.
- The minimum discount accepted by Banaras Hindu University System will be

S.No.	Type of Publications	Minimum discount
1.	Books by foreign and Indian publishers ( Upto 5 copies)	20%
2.	Books by foreign and Indian publishers ( More than 5 copies)	25%
3.	Multivolume books	25%
4.	Standing order publishers	25%
5.	Central Govt. and State Govt. Publications	10%
6.	Items procured from abroad against specific orders Learned Societies Publications/Other institutional Publications	10%
7.	No discount titles	No discount

- Foreign publications if available at special Indian/Asian price must be supplied at Indian / Asian price.
- All orders shall be FOR Varanasi.
- The railway station is 'Varanasi' and post office is Banaras Hindu University Post Office, Varanasi.
- No postage/freight will be paid on trade publications.
- Invoice in triplicate shall be raised in the name of University Librarian, Banaras Hindu University mentioning the order no. and date, giving ISBN, author, title, edition, name of publishers, year of publication and price.
- In case of foreign publication, price in foreign currency generally in the currency of the country of publication may be mentioned.
- Foreign publishers/suppliers should quote their Import license no.. if mentioned in the order on the packets. The suppliers shall not supply any book for which an Indian/Asian edition is available.
- Banker of the university is **State Bank of India, Banaras Hindu University, Varanasi-221005.**
- If a book supplied is a defective one, it will be returned at suppliers cost.
- The exchange rates shall be RBI rate (Bank Rate) obtained on the date of billing.
- Price quoted in invoice for all publications should be supported by procurement invoice / Publisher's Invoice in case of foreign publications.
- The certificate on the body of all invoices should be provided **"Certified that prices are according to the contract entered between the Suppliers & Library"**.
- The following certificate on the body of all the publishers/procurement invoice price proof shall be provided. **"This is to certify that price proof of ISBN no.....against our invoice no.....Dt....."**
- Price shown on internet or website of the publishers/suppliers shall not be accepted by the library in support of price verification.
- Disputes are subject to jurisdiction of Varanasi court only.