

SH/LIC/JNL-2013

06.12.2012

The Standard Book Company
16, I Main, Krishnappa Garden,
Off Bannerghatta Road
Bangalore- 560 041

Sir,

Sub: Journal Subscription 2013- reg.

With reference to the above, please find enclosed the lists of journals which have been selected by the institute for subscription for the year 2013 along with the terms and conditions in supply of journals.

Yours sincerely,


Dr. S.R Savithri
Director



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JOURNALS FOR SUBSCRIPTION FOR THE YEAR 2013

Sl. No	Title of the journal	Publisher	Subscription Format
1.	Ear and Hearing	Lippincott Williams & Wilkins	Print + Electronic
2.	Hearing Journal	Lippincott Williams & Wilkins	Print
3.	Journal of Indian Education	NCERT	Print
4.	Otology and Neurotology	Lippincott Williams & Wilkins	Print + Electronic
5.	Topics in Language Disorders	Lippincott Williams & Wilkins	Print + Electronic

Library and Information Center

Terms and conditions of supply of Journals

1. The vendor should make sure that the journals are available in the formats we have requested, before raising the invoice.
2. The exchange rates admissible shall be the rates fixed by the 'Good Office Committee' and the exchange conversion rate should be according to the date of billing and not the date of payment.
3. The vendor is requested to subscribe the journals with the concerned publishers immediately upon receiving our payment, which should not exceed 30 days from the date of receipt of the payment. Institute will not be responsible for any increase in exchange rates due to the delayed payment by the vendor to the publishers.
4. Copies of order placed and demand draft are to be furnished as documentary evidence of subscription made.
5. The duly stamped original invoice has to be submitted in triplicate along with the price proof. No pro-forma invoice will be accepted.
6. The vendor needs to raise their claims as publisher's rates.
7. The period of coverage of subscription with the Vol. No. and issues should be mentioned in the invoice along with subscription amount in foreign and Indian currencies in the invoice.
8. The bills for renewal/subscription of journals or the supplementary bill, if any, must accompany the publisher's invoice invariably, as a price proof.
9. Service charges or handling charges will not be admissible.
10. Specific instructions should be given to the publishers to supply the journals with effect from January or the first issue of the year unless otherwise specified. Orders to the publishers should not overlap with previous order resulting in duplicate payment as well as supply of duplicate journals.
11. Any special benefit/discount/concession from the publishers end has to be passed on to the Institute.

12. Journals should be supplied within 4-6 weeks through any of the accelerated mail services without additional charges.
13. Non-receipt of journal issues will be intimated to the concerned vendor from time to time. Immediate follow-up action should be taken to replace the missing issues supplied at the cost of the agent.
14. Any defective copy supplied or copy found damaged during the transit should be replaced by a perfect one without claiming handling/postage or any other charges.
15. The claims for missing issues of journals should be settled within 18 months from the date of payment.
16. For behind schedule, non-supply, delayed supply of issues etc, bill processing will be taken up only after sufficient numbers of issues are received.