TERMS OF SUPPLY : BOOKS

1. In order to bring about a uniformity of GOC recommended conversion rates, library discount and standardization in the terms of supply, the Librarians are advised to deal only with the members of State and National level book trade associations and federations.
2. Books on approval should be finalized/returned within 30 days. The payment for the books approved should be made within 60 days of the receipt of the bill. **The bill is to be raised by the supplier at the conversion rate prevailing on the date when the books are finally invoiced against order or procured from abroad.**
3. Payment of outstation suppliers should preferably be made through bank drafts, after deducting bank charges.
4. **The Supplier shall append the following declaration on the bills:-**
5. Only latest editions have been supplied and these are not remainder titles.
6. Income Tax Permanent Account No. (PAN) of the supplier must be provided
7. The prices have been correctly charged in accordance with the Publisher’s/Importer’s/Distributor’s invoices and Publishers catalogues.
8. The order placed by the libraries will be usually valid for six months unless otherwise mutually agreed upon by the librarian and the supplier.
9. All books in English, Hindi and other Regional languages, whether of Indian origin with the exception of those covered by the following special categories, will carry a uniform discount of 10% of the published prices in respect of Indian or converted into Rupee prices in the case of imported titles.

**SPECIAL CATEGORIES**

1. Central and State Government publications – No discount
2. Short/No discount titles procured from abroad against specific order of Indian Publications. The importer or the library supplier is expected to work on a margin of 15% on net landed cost. The invoice is to be prepared on the following terms.

Published price minus (-) discount earned plus (+) actual freight clearance, bank and postal charges. Documentary evidence to be submitted by the supplier to the library on demand.

**TERMS OF SUPPLY: JOURNALS**

1. No Discount
2. Conversion rates as per latest GOC Circular as prevailing on the date of billing.
3. Bills to remain valid for 30 days from the date of invoice. All payments not made within the 30 days validity of the bills will be subject to the change as per the new conversion rates prevailing on the date of receipt of payment.
4. Supplementary bills shall not be raised if the bills are paid in 30 days, except when subscription rate is changed by the publisher and revised rate is paid by the supplier. Such a revised rate shall be paid by the Librarian on production of documentary evidence.
5. Full advance payment to be made against all journals bills. Bills to be accompanied with price proof, if required by the Institute.
6. Claims for missing journals to be made within 90 days of the publication of the issue in case if it is supplied directly by the publisher. In case of delivery from the agent the supply will be reviewed every quarter between the library and the agent.
7. Claims for missing issues of journals should be settled within 1 ½ years from the date of payment.
8. The subscription agent will remit the full subscription to the publisher within 30 days from the date of receipt of payment. Details of the full payment made to the publisher may be intimated to subscriber with the next fortnight with documentary evidence.
9. The supply of journal should start within 100 days from the date of payment unless there are special reasons for not doing so.
10. Journal orders to be placed on subscription agents as approved by the GOC.

FUNCTIONS

The Good Office Committee is a voluntary organization formed to: (i) establish uniform terms for supply of books and journals to libraries (ii) to ensure a fair working margin to booksellers and (iii) to provide efficient service to the libraries. The Committee meets at regular intervals and, after taking into consideration the fluctuations in the currency rates, decides on the rates of conversion governing sale of books and periodicals. These rates are widely circulated amongst the libraries all over India either directly or through booksellers.

THE MINISTRY OF FINANCE VIDE THEIR OM NO. F.23(7). E11A)/83 DATED 7.2.1984 MADE CHANGES IN THE CNETRAL FINANCIAL RULES WHICH DISPENSE WITH THE NECESSITY OF CALLING FOR TENDERS OR QUOTATIONS IN RESPECT OF PURCHASE OF BOOKS, PERIODICALS ETC.

Copy of O.M. No. F.23(7). E11A)/83 New Delhi dated 7.2.1084/18 Magh 1905 (Saka) of Government of India, Ministry of Finance (Department of Expenditure), addressed to all the Ministries/Departments of the Government of India and copies endorsed to Controller and Auditor General of India and Union Public Service Commissions and others.

Subject: Amendment to rules 99 and 116 of the General Financial Rules, 1963 (Third edition) exclusion of books, publications and periodicals etc. from the definitions of “Stores”.

Attention of all Ministries/Department of the Government of India is invited to rules 99 and contained in Chapter 8 dealing with the stores in the General Financial Rules, 1963. The president been pleased to decide that hereafter the books, publications, periodicals etc. of a library will not treated as an item of “Stores” as defined in the “Note” below Rule 99 of the General Financial Rules, 1963. Accordingly the provisions of the said “Note” and the Government of India’s decision (I) below Rule of the General Financial Rules 1963, (Third Edition) have been amended as per amendment enclosed. This issues with the approval of the Controller and Auditor General of India and the Department of Supply.