

MAHATMA GANDHI CENTRAL LIBRARY  
Indian Institute of Technology Roorkee

**Revised Discount Rates and Terms & Conditions for the Procurement of Printed and Online Books  
(2017-18)**

**A. Purchase of Printed Books-**

1. Procurement can be done directly from the publishers or the sole representative of foreign publishers in India.
2. To purchase urgently required books on bill costing up to Rs.50,000/- (Rupees fifty thousand only) from any book supplier subject to the condition that the supplier agrees to supply the books on the Institute approved discount rates, terms and conditions.
3. From the approved vendors of the Institute as per the discount and other terms and conditions given below:

SN	Publication	Discount
1.	Foreign books except short discount & non-discount (less than 5 copies).	15%
2.	All Indian books and multiple copies (5 copies and above) of foreign Publications.	25%
3.	Reference Books such as Encyclopedias, handbooks etc.	30%
4.	Short discount & non-discount (Indian or Foreign) titles	Publisher's price (-) discount earned + 10% handling charges

**Other Terms and Conditions:**

1. Conversion rates of foreign currencies is to be the official bank RBI reference rate on the Date of Order and it is to be mentioned on the supply order with a verified print-out of the RBI rates from Internet.
2. For price verification, the book-seller shall produce the copy of the publisher's invoice under which he purchased the books. Publishers' rate catalogue will normally not be accepted for the purpose of proof of price.
3. No vendor shall have the sole right to supply books/ publications notwithstanding the discount rates so decided, the IIT Roorkee shall have the right to procure books/ publications on higher discount rates.
4. No book published more than three years before including current year shall be purchased on approval basis.

**B. Purchase/ Subscription Procedure for Online Books-**

Librarian will invite proposal from the publishers/ Sole distributors of publishers (here after publishers) for purchase of Online Books. The proposal so received shall be considered by an Online Book Purchase Committee (OBPC) duly constituted by the LAC/ Chairman, LAC. The OBPC shall consider the relevance of the proposals to the academic activities of the Institute and advice the Librarian for inviting the publisher(s) for negotiation.

The OBPC will have negotiation with the publishers and put up the recommendations to the LAC in case purchase is up to Rs.5.00 lacs for taking decision. LAC may refer the case to DPC if the purchase is beyond 5.00 lacs. DPC will consider the case and put up its recommendations to the Competent Authority for final approval.

Payment will be released after activation of the access and signing the License Agreement between the publisher and the Mahatma Gandhi Central Library.

  
अध्यक्ष/Chairman  
पुस्तकालय सलाहकार समिति  
Library Advisory Committee  
म.ग.के.केन्द्रीय पुस्तकालय  
M.G. Central Library  
भा.प्रौ. सं. रुड़की/IIT Roorkee

  
पुस्तकालयाध्यक्ष/Librarian

