

GUIDELINES FOR THE REGISTRATION OF NEW VENDORS FOR THE SUPPLY OF BOOKS

New vendors may be registered with the Library on the following Terms & Conditions:

1. The request for registration should be forwarded by at least two Heads of Departments/ Centres on a prescribed proforma (Available with M.G. Central Library).
2. Firm should have permanent Income Tax account and should maintain a registered office.
3. The vendor should be authorized agent/ have direct account with at least three international publishers dealing in science and technology (*Elsevier, Springer, John Wiley, Taylor & Francis, McGraw Hill, Cambridge University Press, Oxford University Press, Thomas Telford*). This condition may not be applicable to local supplier.
4. They should submit the satisfactory supply certificate from at least two libraries similar in nature to an IIT Library/ NIT Library/ Central University Library having a book budget of not less than Rs. 50.00 lacs per year.
5. Mahatma Gandhi Central Library may enquire into the creditability of the applicant on its own and may reject application, if information is found to be false.
6. Registration will be done only once in a year in the month of April/ May.
7. A vendor who wishes to get registered will have to apply on a prescribed proforma.