

**MAHATMA GANDHI CENTRAL LIBRARY
Indian Institute of Technology Roorkee**

***Discount Rates and Terms & Conditions for the Procurement of Printed and Online Books
(2018-19)***

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.

IMAHATMA GANDHI CENTRAL LIBRARY
Indian Institute of Technology Roorkee
Policy for Discount Rates and Terms & Conditions for Subscription of Journals
(2018-2019)

List of Approved Vendors/ Sole Agents:

1. M/s A&A Periodical Subscription Agency, New Delhi-110 005
2. M/s Allied Publishers Sub. Agency, New Delhi-110002
3. M/s Balani Infotech Pvt. Ltd, New Delhi-110024
4. M/s Globe Publication Pvt. Ltd., New Delhi-110028
5. M/s GIST - Global Information Systems Technology, Gurgaon-122001
6. M/s IBH International Book House Pvt. Ltd., Mumbai
7. M/s Informatics Publishing Ltd., Bangalore-560004
8. M/s Satish Serial Publications, New Delhi-110033
9. M/s Total IT Solutions Pvt. Ltd., New Delhi-110012
10. Directly from publishers.
11. Sole Distributors of standards/ patents / any other information products.

Discount Rates and Terms & Conditions-

SN	Type of Publications	Price
1.	Direct Subscription of International Journals from Commercial & Learned Society publishers.	List price.
2.	Direct Subscription of Indian Journals from the publishers.	List price.
3.	Subscription of Journals from commercial publishers through Vendors.	List price (-) 2% discount.
4.	Subscription of Journals through Vendors, published by Learned Societies, where discount is not available to the agents.	List price + 2% Handling charges.

FOR : Mahatma Gandhi Central Library/ DPT Library as the case may be.

Exchange Rate : Bank exchange rate.

Payment : After producing remittance proof/Commencement of supply.

Delivery : 4-6 weeks after publication through registered post/courier/person.

Missing Issues : Proportionate refund.

Taxes : Service Tax/ GST and TDS as applicable.

**POLICY FOR PURCHASING ONLINE BOOKS
(For purchase through PICK-and-CHOOSE Basis)
(2018-2019)**

1. *Perpetual, Multiuser Access with Unlimited Concurrency.*
2. *Static IP based 24x7 Access.*
3. *No DRM Restrictions (Unlimited Prints, Downloads, Copies etc.)*
4. *One Time purchase i.e. no hidden charges acceptable.*
5. *No Annual Platform Maintenance Charges.*
6. *The Licensing of the Products shall be governed by End User License Agreement (EULA) between publishers and IIT-Roorkee.*
7. *If, IIT Roorkee decides to start any bigger purchase deal for complete subject bundles / yearly collection through negotiation process, respective publisher shall be liable to adjust and accommodate this amount already paid or titles purchased through pick-and-choose model.*
8. *In case publisher is not handling direct purchase orders, order may be materialized through authorized representatives of the publisher.*
9. *Publisher shall provide updated MARC records of all purchased titles.*
10. *GST shall be applicable as per rule.*
11. *Following **Uniform Minimum Discount Rates** is proposed for all publishers-*
 1. *001 – 100 Titles 10% Discount*
 2. *101 – 200 Titles 15% Discount*
 3. *201 – 300 Titles 20% Discount*
 4. *More than 300 Titles Through Negotiation Committee*