NOTICE
Imphal, Dated 7th Feb 2020

No. MU14/ACS/Lib/BKS/2019: A copy of the Vice Chancellor's approval on the "Empanelment of Vendors for Supply of Books" along with the terms and conditions for purchasing books is hereby circulated to all concerned and for uploading of the same on the Manipur University Website for information and necessary action.

[Rajmuhon Singh]
Chairman, Library Purchase Committee
Manipur University

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**Terms and conditions for purchasing books**

1. **Enquiry on availability of books:** Manipur University through its Concerned Department may place an enquiry with empanelled vendors for the required titles and number of copies of each thereof, by email. Within 3 days of receipt of enquiry email, the vendors having books in their ready stock have to respond quoting available titles with number of copies and unit price, by reply email only.

2. **Purchase orders:** Manipur University through its Concerned Department will place purchase orders with the empanelled vendors offering the lowest price and/or the highest discount, as applicable, for latest Indian and Foreign editions. Supply of books has to be made strictly against the purchase orders. Acknowledgement receipt of purchase order will be taken as acceptance, preferably by email. Any clarification/query regarding the supply order should be sought within 3 days of receipt of the supply order.

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   c. These are not remaineded titles/ damaged books with missing pages.
   d. The Indian/Low priced editions of these publications (if foreign) are not available in India.
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7. Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune Manipur University may deem fit.

8. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.

9. The Good Offices Committee (GOC) rates should not be used for exchange rate as it is not a Government entity. On obtaining the proof of RBI/ nationalized bank exchange selling rates having prices in foreign currencies on the date of invoice for (a) books and other monographs, payment will be made against pre-receipted bills after the supply is made against the proper purchase orders issued by the Manipur University.

Price Proof: Accepted Price Proof are: (Signed & Stamped by supplier)

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10. Terms and conditions for Vendors

a. All books carry a discount as per the agreed terms.

b. This order should be acknowledged within 7 days from this date.

c. If a book is ordered from abroad, Manipur University should be informed accordingly before sourcing it.

d. The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. HOD, Department of Manipur University should be consulted beforehand if vendors intend to supply hardback editions, if the ordered paperback edition is not available.

e. The Supplier shall supply all the ordered books within the period (30 days for Indian Publication and 60 days for Foreign Publication) from the date as specified in the purchase order.

f. This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.

g. HOD, Department should certify on the invoice that the prices quoted there in are the publisher's current prices. And, enclose the stamped price proof along with the invoice.

h. Payment will be made within 45 days from date of receipt of the invoice.

i. The empanelled vendor shall mention all levies, taxes, packing, forwarding, freight, insurance, in case of books to be supplied.