

## **TERMS AND CONDITIONS FOR THE SUPPLY OF FOREIGN AND INDIAN PRINT JOURNALS:**

### **Part I:**

1. The Supplier shall be in existence for at least 10 years. Registration Certificate must be submitted as a Proof.
2. The Supplier should be serving prestigious Customers like central universities, IITs, IIMs ICMR, ICAR etc. order copies should be attached as a proof.
3. The Supplier should have an office/representative in Uttar Pradesh.
4. The Supplier must have permission from the Reserve Bank of India to remit foreign exchange for the purpose of subscription of journals. The copy of such permission should be attached.
5. The Supplier should be a member of GOC/FPBAI for last 10 years.
6. The Supplier must have PAN No. A copy of PAN is to be attached.
7. Preference will be given to the Supplier who can also provide online access to the print journals subscribed, if it is available to subscribers free of cost.
8. The University requires the proof of payment, made for each journal from the actual publisher (i.e. not by intermediary but the actual publisher ) before processing of proforma invoice of subscribed journals.
9. The Supplier's representative shall visit to reconcile supply status at least once in a month.
10. **Advance payment will be made only against the 100% bank guarantee.**
11. Wrongly supplied or defective journals will be returned at the cost of supplier/s.
12. All correspondence along with invoice in triplicate should be addressed to the Honorary Librarian, Tagore Library, Lucknow University, Lucknow.
13. **The University reserves the right to make any amendment in the above terms and conditions in the interest of library and the same will be binding on suppliers.**
14. The enlistment of suppliers shall be based on their status determined from the information furnished in the application form and also by confirming the authenticity and suitability.
15. The decision of the University regarding enlisting of the suppliers shall be final.

## Part II:

1. Supplier will acquire the journals by AIR MAIL and supply to the Honorary Librarian, Tagore Library, Lucknow University, Lucknow either by Registered post or by hand at regular intervals according to frequency of journals preferably every week, at no additional cost for air lifting /air mail.
2. GOC rates will be considered for determining the exchange rate. Proof for the exchange rate charged must be enclosed with the bill.
3. **Order must be processed immediately without any delay. Advance payment should be made by the Supplier to the publisher on behalf of Honorary Librarian, Tagore Library, Lucknow University, Lucknow (as Subscriber) and invoice / bill should be raised for payment along with remittance proof, publisher's price proof and order placed to publishers. The University shall pay invoice / bill raised by the supplier as per university rules.**
4. No handling / service charges will be paid to the supplier.
5. **If there is any discrepancy or inability to process orders in time the same should be intimated immediately to the University.**
6. Every effort should be made to supply all the titles ordered in time. **In case of non supply, the subscription amount paid towards the same should be refunded within three months after the end of the subscription period without fail with 10% interest.** Refund of amount will not be an excuse for non-supply.
7. Supplementary claims will be entertained on account of fluctuation in exchange rate. Indian rupees equivalent to foreign currency on the date of bill only shall be paid.
8. If the publication of the journals is behind schedule, the same will be informed accordingly along with the expected date of availability.
9. **In case of late publication library must be inform and the pricing of latest volume must be charged and the latest volume of journal must be supplied.**
10. **It would be obligatory on the supplier to ask the publisher of the journal to provide online access to the journal free of charge, if it is available to subscribers, against the print copy.**
11. The supplier shall raise **invoice in triplicate** in the name of Honorary Librarian, Tagore Library, Lucknow University, Lucknow for the journals of **each department separately** along with price proof for the same.