



NATIONAL INSTITUTE OF FOUNDRY & FORGE TECHNOLOGY

नेशनल इंस्टीट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी

HATIA, RANCHI – 834 003 (JHARKHAND)

हटिया, राँची - 834003 (झारखण्ड)

LIBRARY & DOCUMENTATION CENTRE

पुस्तकालय एवम् प्रलेखन केन्द्र

Terms and Conditions for Supply of Books:

01. The supplier should acknowledge the receipt of the Purchase Order within 30 days of receiving the Purchase Order and also confirm acceptance of purchase terms and conditions of NIFFT Library & Documentation Centre.
02. Books are to be supplied at the Publishers price in foreign currency for foreign books but the payment is to be made by us in the Indian currency at the existing conversion rates of GOC/RBI as announced as on the date of supply of books receiving of books by Institute.
03. Over all discount on foreign & Indian Books if any may be clearly mentioned in the terms & conditions of bid offer.
04. Sales-Tax, insurance charges etc. if any are to be borne by the suppliers.
05. Books are to be supplied within 03 (Three) months from the date of Purchase Order. (a) Only new books and not used books to be delivered. (b) The delivery date may be extended by the library at its discretion, if the supplier requests for an extension citing valid reasons. However, the order is liable to cancellation if not executed within maximum six months.
06. The supplier should submit the bill in triplicate mentioning the order no and date. The bill should accompany the relevant Challan in duplicate and the supporting documents: copy of the original import Invoice (or current publisher's catalogue or publisher's price list). Accordingly payment will be made.
07. A Price Certificate be incorporated in the bill stating that price quoted is correct. In case there are special discounted price offers by the publisher, the same should be communicated to the Library and billed accordingly.
08. Current Income Tax Clearance Certificate, Income Tax No, and PAN Number should be furnished along with the Invoice, if not furnished earlier.
09. Latest edition & low price edition: Books of the latest edition should be supplied, with intimation to that effect to the library, even though the Purchase Order may have specified an older edition. Due to budge constraints and demand for purchasing more number of books, the library prefers to procure low priced editions. Thus, if a low priced edition of a book is available then the supplier is encouraged to inform its availability to the library, supply the same and bill accordingly.
10. If a supplied book doesn't conform to specifications or if the book is not in good condition, the supplier will be asked to take back the book at his own expense and replace it within Three months: otherwise the order will be cancelled. The library will not be responsible for such books if not taken back and replaced within the said period.
11. The exchange rate will be on G.O.C Conversion rate as announced on RBI website prevailing on the date of the bill.
12. Affix ₹ 1/= Revenue stamp if the amount exceed ₹ 500/=.

13. The firm should not have been blacklisted anywhere. An affidavit of this effect on a Non-Judicial stamp of ₹ 10/= is to be submitted.
14. Supplier should be a member of GOC/FPBAI or any other state, National Association(s) of book suppliers / vendors.
15. Turnover of supplier should be minimum 50 lakhs per annum, a certificate in this regard to be enclosed.
16. The order is liable to be cancelled if the delivery is not made within three months after the expiry of the stipulated delivery date. Books not conforming to specifications and not in good condition should be replaced within three months otherwise order for those books will be cancelled.
17. (a) Suppliers must certify on the bills that the price charged is correct and no special offers / low priced editions are available. (b) on account of the supplier not informing us of the availability of low-price edition books or not informing us of special discounted price offers from publisher, any loss incurred to the Institute will be recovered from the amount payable to the supplier.
18. Intimation relating to the mode of dispatch should be faxed to 0651-2290860 original dispatch document should be forwarded to the Library by Registered Post / Speed Post.
19. The Books should be consigned to Librarian, Library & Documentation Centre NIFFT, Hatia, Ranchi-834 003 by speed post / registered post. Delivery by Rail / Road transport is not accepted. No postal, handling charge will be paid. (Consignment number must be enclosed with bill).
20. Every volume should be carefully checked before dispatch. If any defect is discovered in any volume at this end it will have to be replaced by the supplier at their own cost.
21. If there is any difference in the price or mistakes in the spelling the name of the author or the title, the suppliers shall intimate the institute Librarian immediately before executing the order. Institute will raise fresh order and only then on the basis of the fresh order, order may be executed.
22. If any wrong supply is made by the suppliers, it shall be returned to them at their risk & cost.
23. The payment shall be made only in respect of books / items received in perfect good condition at this end and have been accepted after inspection by the Library & Documentation Centre.
24. The institute will not be liable if the consignment will be lost or misplaced in transit or any loss of theft occurred to the consignment.
25. All disputes arising out of the above order shall be deemed to have arisen within Ranchi and all legal proceedings shall be instituted in competent court in the city of Ranchi only.
26. The library reserves the right to; Cancel an Order at any time without assigning any reasons.

(R. K. Mishra)
Sr. Librarian
NIFFT, Hatia, Ranchi-03