

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
[Established by the Department of Culture, Government of India]
Block-DD-34, Sector-I, Salt Lake City
Kolkata 700 064.

DETAILED TERMS AND CONDITIONS FOR EXECUTION OF ORDER FOR SUPPLY OF BOOKS UNDER THE NON-MATCHING “SCHEME OF ASSISTANCE TOWARDS BUILDING UP OF ADEQUATE STOCK OF BOOKS THROUGH CENTRAL SELECTION”

1. Mode of supply of books:

- a) The title(s) as detailed in Appendix "A" shall be supplied.
- b) Gift label in the name of RRRLF (Annexure-I) be pasted, one on the back of the title page and one on the last page of the each book. These may be prepared by the supplier at its own cost. Rubber Stamping is not allowed.
- c) Suppliers shall prepare 3 copies of the challan in the prescribed form as given in Annexure-II for the titles being supplied.
- d) Ordered number of copies of each title with gift label attached and 3 copies of challan shall be sent to the Deputy Manager (B.D.), Business Office, Department of Post, Bidhannagar Post Office, CC Block, Salt Lake City, Kolkata 700 064. The supplier should ensure safe delivery of the books.

Please Note : The consignment must be delivered at the post office mentioned above.No consignment(s) will be accepted / collected in RRRLF's office or from the godown / local office of the Transport Agency.

- e) The expenditure towards packing, forwarding and dispatching of the books packets shall be borne by the publisher / supplier / author.
- f) Raja Rammohun Roy Library Foundation will not take any responsibility for any short supply, damage, loss-in-transit or any supply which is not in confirmatory with the order. Delivery of the ordered books shall have to be completed within 40 days from the date of receipt of the order.
- g) The Postal Authority shall provide receipt to the publisher / supplier / author on receipt of the book packets through person / transport / post without verifying the materials of books packets.

2. **Price:**

- a) The price charged in the bill shall be the price as printed in the specimen copy submitted to RRRLF from which the discount given below, has been deducted.

No of Copies	Discount Rate
01-100	30%
101-500	35%
501 & above	40%

- b) RRRLF shall not accept any proposal for increase in price for an ordered title(s).

3. **Physical condition and short supply of books:**

- a) Paper, Printing, binding etc. of the books shall be of the same standard and of the same edition as in the specimen copy submitted to RRRLF.
- b) Sending soiled or damaged books may lead to the black listing of the publisher or supplier.
- c) Ordered title(s) must be supplied as per the number specified in Appendix-A. In case of short supply, all the books of that title shall be rejected and the supplier have to take them back at his own risk and cost within one month from the issue of the intimation of rejection by RRRLF.
- d) In no case, supply of the title other than the ordered ones appearing at **Appendix – ‘A’** shall be entertained.

4. **Time Limit:**

The order shall be completed within 40 days from the date of the receipt of the order by RRRLF. In case, the order not executed within the specified period automatically stand cancelled.

5. **Payment :**

RRRLF will make payment on receipt of the bill order wise, along with other documents as per para 6 and challan from the Post Office, CC Block, Salt Lake City, Kolkata 700 064 provided that the RRRLF is satisfied with the documents. Payment will be released through ECS to the supplier for which they have to submit. A format of Bank Details is placed at **Annexure IV** alongwith a cancelled cheque leaf submitted for verification.

6. **Documents to be submitted to RRRLF:**

The following documents are required to be submitted to Raja Rammohun Roy Library Foundation, Block-DD-34, Sector-I, Salt Lake City, Kolkata 700 064 within 7 (seven) days after sending the consignment.

- i. A pre-receipt bill, in English or Hindi, in duplicate, mentioning the order number drawn in favour of “Raja Rammohun Roy Library Foundation, Kolkata”, incorporating the order number with date. The title should be written in same serial as in the **Appendix-A**.
- ii. Specimen of Gift Label ([Annexure-I](#))
- iii. Challan Format ([Annexure-II](#))
- iv. Certificate of dispatch in the prescribed form ([Annexure-III](#)).
- v. Format of Bank Details ([Annexure-IV](#))
- vi. A declaration in support of submission of each of the title ordered to the four designated depository libraries in compliance with the provision of Delivery of Books Act 1954 ([Annexure-V](#)).

7. General Condition:

- i. The supplier shall be held responsible for any short supply, damaged / soiled / loss-in-transit or for any supply which is not in conformity with the order occurring on this account and liable for deduction from its bill for the said supply or from the bill for other supply.
- ii. In case of any dispute or differences arising in connection with interpretation of the aforesaid Terms & Conditions, the decision of the Director General, RRRLF shall be final and binding on the supplier.
- iii. Supplier shall be liable to refund the cost of the books if the books are received with missing page or torn pages or not according to the standard.

8. Arbitration:

Any dispute arising out of in connection with the purchase of book(s) by RRRLF shall be submitted for arbitration to the Director General, RRRLF and the publisher shall not object to Director General acting as sole arbitrator. The place of arbitration shall be Kolkata.

