



# पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर

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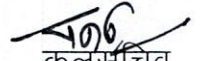
क्रमांक: 14597

दिनांक : 05/11/2022

## कार्यालय-आदेश

माननीय कुलपति महोदय के आदेश दिनांक 31.10.2022 की पालना में विश्वविद्यालय के केन्द्रीय पुस्तकालय हेतु खरीदी जाने वाली टेक्स्ट पुस्तकों, रेफरेंस पुस्तकों, ई-बुक्स की क्रय पॉलिसी राजस्थान विश्वविद्यालय, जयपुर की पुस्तक क्रय पॉलिसी एवं नियमों के अनुसार होगी।

संलग्न: राजस्थान विश्वविद्यालय, जयपुर की पुस्तक क्रय पॉलिसी।

  
कुलसचिव

दिनांक: 05/11/2022

क्रमांक:- 14598-601

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:

1. कुलपति सचिवालय।
2. संस्थापन शाखा।
3. पुस्तकालय शाखा।
4. लेखा शाखा।
5. रक्षित पत्रावली।

  
कुलसचिव

# Purchase Policy



## CENTRAL LIBRARY UNIVERSITY OF RAJASTHAN, JAIPUR

No. LIVACO/2016/ 3248-3308

Dated 15/2/2016

To

All the Heads of the University  
Teaching Departments / Directors of Centres

All Principals of the University Constituent Colleges

Dear Sir / Madam,

As per directives of the Registrar (vide letter No. F 9/G Ad/2008/1313 dated 22.5.2008) a Purchase Policy for purchase of Books and Journals in the University (duly approved by the Honble Vice-Chancellor) was circulated to you vide letter No. LIVPS/Du/2008/3871-3930 dated 08.07.2008 and amendments circulated to all the Heads of the Departments / Directors of Centre / Principals of Constituent Colleges / CF&FA, University of Rajasthan, Jaipur.

As per recommendations of the Purchase Policy Committee of Books and Periodicals held on 22.01.2016 (duly approved by the Vice-Chancellor on 11.02.2016) the following changes / modifications have been made in the Purchase Policy of Books and Periodicals.

The discount rates as prescribed in the Purchase Policy in Annexure 'A' of Sl. No. 79 in the Purchase Policy of Books and Journals, approved by the Vice-Chancellor on 15.4.2008 and amended by the Purchase Policy Committee for purchase of books and journals in its meeting held on 18.8.2015 which was duly approved by the Honble Vice-Chancellor on 30.9.2015 and communicated by the A&F section vide letter No. A&F/R90 dated 1.10.2015 and letter issued by the Library vide letter No. LIVACO/2015 and amended by the Purchase Policy Committee for purchase of books and journals in its meeting held on 22.01.2016 which was duly approved by the Honble Vice-Chancellor on 11.02.2016 will be as follows:-

	Rate of discount	Rate of discount
	Text Book duly approved and certified by concerned HoD	Books / publications and set collection ( other than text books)
Local Publications ( Jaipur)	25%	30%
Indian publications, published outside Jaipur	25%	30%
Foreign Publications	20%	25%

Five percent extra discount than above mentioned discount rates will be charged on the books selected in display of books. Here 'Display' means an exhibition of books participated by minimum five Book-sellers / publishers or distributors and organized for minimum two days and well notified.

Book/books recommended by HoD will bear a certificate 'recommended in display' or 'recommended without display', duly signed by the Head of the Department on the Approval Memo. In case recommended in 'display' the dates of display of book be also mentioned on the approval memo. This will be sent to the Director, Central Library.

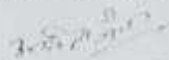
Similarly, the Heads of the teaching departments may plan the display of books in their departments and will intimate the dates of display to the Director, Central Library in writing.

The normal rates of discount will be charged on the books recommended / selected without display and also on the list of books provided by the teaching departments for purchase or the list prepared by the Central Library for purchase out of Central Library grant.

Regarding recommendation of text books, the concerned HoD will ensure and certify on the approval memo that the books recommended are text books.

The Committee resolved that the books published by Government, semi-government departments / universities, non-commercial organizations, charitable trusts and charitable missions, Bharatiya Gyan Peeth, Vinoba Gyan Mandir, Navjeevan Trust and other such govt., semi government, non-commercial organizations, charitable trust, likewise Geeta Press, Ram Krishan Mission etc. may be purchased directly from these organizations and whatever discount is offered by such organizations / departments may be accepted by the Central Library. Moreover, if some organizations do not supply directly then books of such organizations / departments may be procured / purchased in the Central Library through vendor / supplier / book-seller and 5% handling charges ( 5% ) will be paid after deducting the discount earned / received by the supplier from the price of the publication.

Yours faithfully,



DIRECTOR

No. LB/ACQ/2016/ 3309-3315  
Copy for information and necessary action to:-

Dated: 15/2/2016

1. The Registrar, University of Rajasthan, Jaipur.
2. The CE&FA, University of Rajasthan, Jaipur.
3. P.S. to Vice-Chancellor, University of Rajasthan, Jaipur.
4. Dy. Registrar (A&F), University of Rajasthan, Jaipur.
5. All Dy. Librarians, Rajasthan University Library.



DIRECTOR



RAJASTHAN UNIVERSITY LIBRARY, JAIPUR

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## POLICY FOR PURCHASE OF BOOKS AND JOURNALS

(Approved by the Vice-Chancellor dated 15.4.2005)

### Book selection:

There will be two levels of selection of books and periodicals depending upon grant allocation i.e.,

- Book and Periodical selection at the Department level;
- Book and Periodical selection at the Central Library level.

#### A (i) Book Selection at the Department level:-

A Committee of at least three faculty members of a department under the Convener ship of Head of the department for recommending purchase of books and journals be formed. The list of books along with the recommendation of the proposed Committee will then be forwarded to the Central Library by the end of July at the latest.

Single Indian book or foreign book costing less than Rs. 10,000/- shall be ordered directly to the Book Sellers by the Library and purchase of single title of foreign book and Indian book costing Rs. 10,000/- or more shall be made by calling tenders from registered Vendors.

#### (ii) Selection of Periodicals for Departments:-

The Departmental Book / Periodical Selection Committee shall meet and review the list of journals to be purchased for their department by the University Central Library and forward the revised list of journals with recommendation for purchase to the Central Library by the end of August at the latest. In case the Library does not receive the revised list of journals from the department, the earlier list will prevail and subscribed for next year under the orders of the Director.

#### B. Book/Periodical selection at the Central Library level out of Central Library grant :

(i) Students, faculty members/employees of the University shall make their request / recommendation for purchase of books and journals in the Central Library which will be scrutinized by Purchase Committee.

### SELECTION AND PURCHASE OF BOOKS

(ii) Selection of books out of the Central Library grants shall be made by the Purchase Committee from amongst the books received on approval in the Central Library from different Book-sellers / Publishers. The books then be purchased as per recommendation of the Purchase Committee, depending upon cost of single book. The terms and conditions for purchase of books shall be as given in Annexure 'A'.

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The constitution of the Purchase Committee shall be as under:

1. Director
2. One HoD selected by Director according to requirement of subject.
3. Two Dy. Librarians, nominated by the Director.
4. One member of the Library Committee selected by Director, according to requirement of subject.
5. Nominee of CF&FA while considering tender quotations for purchase of single book costing Rs. 10,000/- or more.

NB: Presence of the CF&FA / Dy. Registrar (A&F) or his nominee shall be essential while considering tender quotations for purchase of single book costing Rs. 10,000/- or more.

(iii) **PURCHASE OF JOURNALS:**

- a) The journals which are to be purchased out of Central Library grant will be selected by Purchase Committee. No tender will be invited for purchase of journals.
- b) The Indian Journals which are generally published by Indian publishers and usually supplied directly to the Libraries, may be subscribed directly from the Indian publishers and the prices as fixed for the particular volume or the year by these publishers may be availed accordingly.
- c) Foreign Journals shall be purchased directly from the Publishers only, without calling tenders. However, if some of the Publishers, as per their policy, supply foreign journals through Agents in India, then order for purchase of such foreign journals be placed with their authorized Agents in India.
- d) Advance payment for purchase of journals be released by the A&F Section immediately on receipt of bills from the Central Library.
- e) The following criteria shall be followed for selection of Vendor:
  - i) Acceptance of General terms and conditions by Vendor as prescribed by the Library.
  - ii) General track record and the past performance of the Vendor.
  - iii) Decision of the Purchase Committee shall be based on general consensus among members.
  - iv) The terms and conditions for purchase of Journals will be as given in Annexure 'B'.

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D) If any specific request is received from any Head of the Deptt. for purchase of hard copy of some selected Indian Journals even though the same are also available 'on line' in our INFONET CENTRE, the Director, Library shall have discretion to order for purchase of the same.

However, specific permission of the Vice-Chancellor shall be necessary in the case of any such proposal for foreign journals.

E) Journals reported to be often used by the students in the Central Library be subscribed out of the Central Library grant for purchase of Books and Journals.

b) The Director, Library be authorized to sign agreement with the foreign Publishers and finalise terms and conditions for purchase of foreign journals.

i) **Purchase of Newspapers:**  
The newspapers and popular magazines shall be purchased from local hawkers without tender.

**C. Selection of Books at the World Book Fair:**

The following Committee shall visit World Book Fair, as and when held, with the permission of the Vice-Chancellor, for selection of books for Central Library:-

1. Hony. Director
2. Three Deans / Professors nominated by the Vice-Chancellor
3. Two Dy. Librarians nominated by the Vice-Chancellor on the recommendation of the Hony. Director
4. Three teachers from amongst six teachers appointed by the Academic Council on the Library Committee, to be nominated by the Vice-Chancellor

Orders for the books selected at the World Book Fair will be placed with the Book Sellers / Publishers by the Central Library.

**D. Grant distribution and utilization:-**

(i) The recurring grant department wise for the purchase of books and journals is given in the University annual budget. Approximately 50% of the grant may be utilized for the purchase of journals. However, the recommendations of the Departmental books / periodicals selection Committee shall be given due consideration in this regard.

(ii) Non-recurring grants provided separately by the UGC/State Govt. from time to time. These grants may be allocated department wise as per orders of the Vice-Chancellor on the recommendation of the Central library.

**E. Payments:** (i) If payment is made in Indian rupees, then Bank rates as published in The Hindu - Business Line (Import- Spot Bill) may be adopted for conversion of foreign currency in Indian rupees according to the date of billing. (ii) If payment is required in foreign currency by foreign publishers for foreign journals, it will be made in foreign currency. The rate of conversion shall be the rate applied by the Bank of Rajasthan, on the date of preparation of cheque.

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28 Every supplier, including the Publisher shall be required to get themselves registered with the Central Library on payment of the fee prescribed for the purpose. *Rs. 2000 for next five years*

29 Norms of Discount: The following shall be the norms of discount for supply of books:

- a) Urdu Literature Books : 17.5%
- b) Hindi Literature Books : 25%
- c) Sanskrit Literature Books : 15%
- d) General Books : 15%
- e) Local and own publications : 25%
- f) Set collections : 25%
- g) World Book Fair : 5% extra on the above norms.

30 Notwithstanding anything contained in these terms and conditions the library authorities reserve the right to alter, cancel or add any Clause of terms and conditions

31 The decision of the Director, Library shall be final in all matters.

*P. S. Malla*  
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**Annexure 'A'**  
**Terms and Conditions for the Purchase of Books for the Rajasthan University Library.**

1. The foreign books for the University Library shall be ordered and supplied as per the Bank rates prevailing on the date of billing.
2. The supply should be F.O.R. Jaipur Railway Station, inclusive of customs, packing, forwarding, registration, insurance, midway freight, sales tax and other incidental charges. The Railway Parcel should be addressed to self. R/R will not be entertained through any Bank or VPP. Actual postal charges shall, however, be paid by the Library in case the books are actually called for through post. Local book-sellers shall arrange to deliver the books at the Library.
3. The books not approved, defective or duplicate will be returned to the book-sellers located outside Jaipur City per VPP and postage incurred be paid by firm or such books may be handed over to the representative of the firm after proper identification.
4. The losses or damage in transit, if any, will be to the account of the supplier(s).
5. The books having jackets / dust covers should be supplied along with them.
6. Purchase order for books should be placed after the books are received along with the catalogue copy / internet cost from their site is submitted.
7. However, sometimes different costs of books are quoted by sellers. In this case the lowest cost in bill / book / catalogue / internet and Purchase Invoice shall be recommended for payment.
8. As far as possible, paper-back edition of Text Book be procured. However, for 'Reference Books' hard bound copy may be preferred. In case paper back copy of Text Book is not available the book-sellers shall give certificate on the bill that paper back copy is not available then hard copy may be supplied.

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9. Every volume should be carefully checked in respect of pagination, sound condition of the book etc., before being sent to this library. If any defect is discovered at our end even at a later stage and even after the books have been stamped and processed in the library, the supplier shall replace the defective copy at his own cost.
10. The supplier should ensure that the books supplied by them are latest editions and contain authentic information especially in case of books on law and taxes and other such topics. Any default detected at a later stage would simply lead to the rejection of book at the cost of the supplier.
11. Unless specifically mentioned no book should be supplied in duplicate. If there is duplication in the same order or different orders placed with a particular bookseller, prior confirmation from the library shall be obtained before supplying the duplicate copy.
12. If the book is a re-issue of another book under a different title the supplier shall advise the library about it and supply the items after receiving confirmation.
13. If the book is an off-print from a periodical publication or another publication, the supplier shall advise the library about it and supply the item only after receiving confirmation.
14. Although every attempt will be made by us to supply the current names of publishers etc. of the books in our order the responsibility regarding this shall be of the supplier. The supplier shall locate the names of publishers etc. of books. In case of any difference in the name of the author, title, or publisher of a book, the supplier shall advise the library about it and supply the items after obtaining confirmation.
15. The supplier is expected to accommodate the library by taking back such of the publications, as have been ordered through an oversight, of course in exceptional circumstances, which will be duly communicated.
16. The supplier shall procure the necessary import license himself, if required.
17. Only the published price is to be charged for **Price proof of books**: A copy of the original invoice received from the Distributor / Publisher should invariably accompany all the bills of the foreign books supported by the latest catalogue.
18. The supplier will send bills (separately category wise as indicated in our orders) in triplicate. The payment for the supply would be made after the books have been received by us and found satisfactory in every respect and after the supplier has executed our order satisfactorily. Every bill shall bear PAN No. and the following certificate under the seal and signature of the supplier: "Certified that the books supplied are not remaindered titles and are latest editions and prices charged in the bill are as per publishers/whole seller's invoice. If anything is found contrary, the supplier is responsible".

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Date

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The price of each book in original currency converted at the Bank rates of the date of billing, shall also be stated in the bill in case of foreign books. The bill shall also state the number and the date of order and the number at which the book appeared in the order. The bottom of the first page of each book should bear in pencil the serial number at which the book appears in the bill and the name of the supplier.

19. In case of short discount or no discount publications, the supplier should give a certificate to this effect. He will be liable to produce the original invoice of the supplier in support of his statement, as and when desired.
20. Details of the book like author, title, year of publication, edition and price etc. should be clearly mentioned for each book in the approval memo and the respective bill.
21. If books sent on approval are not formally ordered within 3-4 weeks of their submission the supplier should arrange to take them back. After 3-4 weeks of their receipt, the library will not be responsible for their loss or damage, if any.
22. Tender may be invited for the costly or multivolume or any books (As per purchase procedure / discretion of the Director).
23. Books published two years prior to the order will not be supplied without prior consent of the library.
24. In case any Head of the Department desires to recommend older (published two years prior to recommendation), the Departmental Book / Periodical Selection Committee should provide a certificate to this effect that this edition is specifically required for the purpose of study and research.
25. Details of the book like author, title, ISBN, year of publication, edition and price etc. should be clearly mentioned for each book in the approval memo and year should be mentioned along with the author and title in the bill.
26. In case of multi-volume sets, supply should be made in consecutive order starting from the first volume or in the sequence published and, the price of the whole set should be quoted, wherever it is available. (Requirement of Central Library shall be final).
27. In case there is any requirement for additional copies of Text Books, the same may be recommended by departmental book selection Committee with their justification for consideration of Director, Library for purchase.

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Annexure B

Terms and conditions for purchase of Periodicals in Rajasthan University Library

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1. Advance payment may be made to the Vendors / Publishers for current subscriptions of the journals. Proof of Remittance be submitted to the Library duly authenticated by the Publisher within 45 days in case of Vendor / Subscription Agent. Payments for back volumes shall be released only if such volumes have actually been received in good condition in the library as per order.
2. Vendor / Subscription Agent should produce a Bank Guarantee for 20 percent amount for which the order is placed. In the event of non-supply of the journals/periodicals and or any other violation of conditions by the Vendor, the appropriate amount will be deducted by library and Bank guarantee be invoked.
3. All legal proceedings for Indian vendors shall be lodged in the Courts situated in Jaipur only and not elsewhere. However, for foreign publishers this condition may be amended suitably by the Director as per mutual consent.
4. In the case of Indian publishers / Associations / Learned Bodies, periodicals' payment, if required be made by Demand Draft / Money Order. The charges will be borne by the University.
5. If payment of foreign periodicals is made in Indian rupees, then the conversion rates of Bank for foreign currency (as published in **The Hindu - Business Line** (Import - Spot Bill). (Refer E (ii) at page 3 for payment in foreign currency).  
However, if payment is required in foreign currency by foreign publishers for foreign journals, it will be made in foreign currency.
6. The Library will pay the shipping, handling and postal charges and taxes as applicable.
7. The Vendor / Publisher shall provide PAN / TIN No. as per the prevalent relevant laws, wherever applicable.
8. If any of the issue of the journal is not supplied or received by the Library, the publisher / supplier will replace the issue.
9. The Vendor on whom order for purchase of Journals is placed shall have to execute an Agreement on a Non-judicial Stamp Paper of Rs. 10/- in acceptance of the terms and conditions etc. and regular supply of Journals.
10. Notwithstanding anything contained in these terms and conditions the library authorities reserve the right to alter, cancel or add any Clause of terms and conditions.
11. The decision of the Director, Library shall be final in all matters.

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Director  
Rajasthan University  
Library, JAIPUR