

**LIST OF VENDORS ENLISTED FOR SUPPLY OF FOREIGN BOOKS IN  
NATIONAL LIBRARY FROM APRIL 2013 ONWARDS**

1. M/s. Academic India  
Aradhana Ground Floor,  
50/3D/14/1H, Dharmatala Road,  
Kolkata -700 042.
2. M/s. Aditya Books Private Limited  
Shreeram Centre, Block-B, 1st Floor,  
3, Abdul Hamid Street,  
Kolkata - 700 069.
3. M/s. Allied Publishers Private Limited  
17, Chittaranjan Avenue,  
Kolkata-700 072.
4. M/s. Aryan Publishing Co. Pvt. Ltd  
76, Bepin Behari Ganguly Street,  
Kolkata – 700 012.
5. M/s. Atlantic Publishers and Distributors Pvt. Ltd.  
7/22, Ansari Road, Darya Ganj,  
New Delhi –110 002.
6. M/s Baroda Book Corporation  
20, STOP –N- Shop Plaza,  
Offtel Tower Premises, R.C.Dutt Road, Alkapuri,  
Baroda-390 007.
7. M/s Bharat Book Distributors  
GD-15, Sector-III, Salt Lake City,  
Kolkata –700 106.
8. M/s (The)Book Line  
4787/23, 1<sup>st</sup> Floor,  
Ansari Road, Daryaganj,  
New Delhi – 110 002.
9. M/s Capital Books Private Limited  
P.B. No.7135,7/28, Mahaveer Street,  
Ansari Road, Daryaganj,  
New Delhi -110 002.
10. M/s Deep Book Company  
281/A, Rabindra Sarani,  
Kolkata – 700 006.

11. M/s Excel Media  
4832/24, G-5, Govind Lane,  
Ansari Road, Daryaganj,  
New Delhi-110 002.
12. M/s Elite Publishers Distributors  
Shop No.13, DDA Shopping Complex,  
Ber Sarai, (Opp. JNU old Campus),  
New Delhi-110 016.
13. M/s International Book House Pvt. Ltd.  
Shop No. 5, Palace Court-1,  
Kyd Street,  
Kolkata-700 016.
14. M/s Jyoti, the Book People  
F-11, C.I.T. Market, Jadavpur,  
Kolkata- 700 032.
15. M/s Manohar Publishers & Distributors  
4753/23 Ansari Road, Daryaganj,  
New Delhi- 110 002.
16. M/s Modern Book Depot  
15-A, Jawaharlal Nehru Road(Opp. Citimart),  
Shreeram Arcade, Shop No. 1,  
Kolkata – 700 013.
17. M/s Overseas Press India Private Limited  
2/15, Ansari Road, Daryaganj,  
New Delhi – 110 002.
18. M/s Overseas Publication Service  
263, Michael Nagar, Premises No.113,  
Jessore Road (South), P.O. Michael Nagar,  
Kolkata – 700 133.
19. M/s Rajasthani Granthagar  
First floor, Near Ganesh Temple,  
Outside Sojati Gate,  
Jodhpur -342 001.
20. M/s. Ray's Publishing House  
17A, Jadu Mitra Lane,  
Kolkata –700 004.
21. M/s. Sarat Book House  
18B, Shyama Charan Dey Street,  
Kolkata – 700 073.

22. M/s. S.B. Enterprise  
Binoy Bhavan, Block N-243,  
Baishnabghata Patuli, 1<sup>st</sup> Floor,  
Kolkata -700 094.
23. M/s Satish Serial Publications  
115,(1<sup>st</sup> Floor) Express Tower,  
Behind Akash Cinema,  
Azadpur Commercial Complex, Azadpur,  
Delhi-110 033.
24. M/s. Segment Book Distributors  
22, Prakash Deep, 1<sup>st</sup> Floor,  
DMA Road, Daryaganj,  
New Delhi –110 002.
25. M/s. Shankar’s Book Agency (Kolkata)  
133, Lenin Sarani, 1<sup>st</sup> Floor, Flat No.4,  
Kolkata –700 0 13.
26. M/s Universal Book Concern  
263, Michael Nagar, Premises No.113,  
Jessore Road (South), P.O. Michael Nagar,  
Kolkata – 700 133.

#### Terms & Conditions for the Supply of Books

##### 1. Mode of Supply

- (i) The vendor must be conversant in electronic communication.
- (ii) The library provides list of pre-selected books of different publishers for procurement. The list contains fields like author, title, year of publication, ISBN and publisher. The supplier is to send the list back to the library within three working days communicating the price and availability status. If no communication is received within the stipulated date, it will be considered as “no-response” and the list will be distributed among other eligible vendors. No further request or communication in this regard will be entertained after the stipulated date.
- (iii) Procurement Order (PO) would be issued to suppliers on confirmation of status of books and ability to supply. On receipt of PO, the vendor should submit the books on Challan strictly within six weeks, failing which the order will be treated as cancelled. The subject of the books must be mentioned in the Challan.

- (iv) Name of the supplying vendor, price, challan no., order no.etc. should be mentioned in pencil on the front fly leaf of each book, otherwise books will not be received.
- (v) Unless otherwise stated, only single copy of latest Hardback editions (Paperback editions where HB is not available) will be accepted by the Library.

2. Physical Condition of the title(s)

- (i) The Library does not accept defective, damaged, soil copy of books, reminder titles and Indian Reprints of foreign editions.
- (ii) Supply of editions, other than ordered will not be entertained.
- (iii) In case of any doubt regarding the supply, clarifications should be taken from the National Library prior to the execution of the order, failing which, the decision of the National Library shall be binding on the supplier.

3. Price

- (i) The price charged in the bill shall be the published price as printed on the book and where the price is not printed, it should be according to the price proof submitted.
- (ii) Increase of price by rubber stamping or pasting tables or by superimposing or paper or changing page or otherwise, shall not be allowed, Any such action will be treated as irregular and price of the title with such irregularities will be disallowed.

4. Discount structure

National Library will purchase foreign books as per the following discount structure:-

Sl. No.	Category	Percentage rate of discount on the printed price of the books/publications
1.	Books published in foreign countries	15%
2.	Short/No discount titles	The Invoice is to be prepared on the following terms: - Published price minus (-) discount earned (+) 10% handling charges. Documentary evidence must be submitted in support of the claim.

3.	Bulk purchase / Multivolume Reference Sets	National Library would negotiate the rate of discount, which will not be less than 25%
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#### 5. Submission of Invoice

- (i) In response to Supply Order (SO), Pre-receipted Invoices/Bills in triplicate should be submitted within 7(seven) working days in favour of the Director General, National Library, referring Order No, Date, Subject etc. with a ` 1/- revenue stamp affixed on the body of the bill, if the bill amount exceeds ` 5000/- for payment.
- (ii) The bill should be raised by the vendor at the RBI exchange rates prevailing at the date of Supply Order (SO).
- (iii) Photocopies of Publisher's/Importer's/Distributor's Invoice indicating title, author, ISBN, foreign currency clearly will only be accepted as Price Proof. No other items (Publisher Catalogue/ Downloads from Internet etc.) will be accepted as Price Proof.
- (iv) Checklist for submission of Invoices  
The Vendor should ensure the following documents in order for faster processing of bills:-
  - 1. Pre-ricipted Bills in triplicate
  - 2. Original Challan copies
  - 3. Photocopy of the SO
  - 4. RBI reference rate
  - 5. Price Proof indicating the serial no. of the item in the Invoice
  - 6. Other Documentary evidences in case of Short/No Discount categories.
- (v) Bills is preferred in INR after rounding off the fraction of fifty paise and above to the next higher Rupee and excluding the fraction less than fifty paise.
- (vi) Bills in language other than English/Hindi shall not be entertained.

#### 6. Payment

The National Library will make payments on receipt of bill in order, in triplicate for the supply of ordered title(s).

#### 7. General conditions

- (i) The vendor shall be held responsible for any damage, loss in transit or for any supply which is not in conformity with the order or for loss occurring on this account and shall be liable to deduction from this bill for the said supply or from the bill from the other supply.

- (ii) If any question, dispute or difference arises in connection with the interpretation of the aforesaid terms & conditions, the decision of the National Library shall be final and binding on vendors. If the vendor desires any clarification on the order letter, he may seek clarifications before execution of the order.
- (iii) The supplier shall be liable to refund the cost of the title(s), if supplied in damaged/soiled condition.
- (iv) The enlistment will be terminated/dropped/black-listed
  - 1. If the vendor fails to deliver 75% of the SO (in terms of no. of titles) in more than 2/3 occasions.
  - 2. If the vendor provides any wrong or distorted information to the library.

8. Arbitration

Any dispute will be settled within the jurisdiction of the Calcutta High Court.

Director General  
National Library