

AUD Acquisition Policy

AUD Library has a transparent comprehensive book procurement procedure. Minutes Library Committee Meeting dated 04/09/2015 and after detailed discussions and deliberations of the meeting of Controller of Finance, Registrar, Dy. Registrar (FIN), University Librarian and Chairman, Library Committee on 28.10.2015 the points emerged and unanimously agreed the following which had confirmation of the Library Committee Members as meeting held on 13/05/2015.

Book selection:

It has been customary for the faculty and students to take part in book selection in the University. The AUD faculty may recommend books for the library to make it rich.

Book Selection Procedure:

1. The Faculty and students can recommend books and other publications for being purchase by the Library. The list of books requisitioned by the Faculty for purchase should be routed through the respective *Deans/HOD/Directors* always. The requisitions of students have to be approved by the concerned faculty and Deans/HODs. It will be desirable that books relating to semester courses may be sent in with one clear semester notice. Books approved by the *Deans/HOD/Directors* are to be considered as approved for procurement and there will be no need to submit the same again to Library Committee for further approval.
2. Library would then check for duplication and place the list of recommended books for financial concordance. If the cost of any book is found more than Rs. 10000/- the requisition of the book will be sent to respective Dean/Director to reconsider its requirement and for comments regarding purchase of the book. Once approved by the concerned Deans/Directors, it will be sent for financial concordance.
3. Library will then prepare the final list of books and obtain financial sanction for the acquisition from the Librarian/Chair, Library Committee/Vice-Chancellor as per the financial powers delegated to each authority. After obtaining the financial sanction, administrative approval and financial concordance, the library will place orders to the registered supplier or directly with the publisher for supply of the concerned books.
4. On recommendation of the faculty, Library may purchase multiple copies of books that are in high demand.
5. The books which have been requested by the faculty for procurement, and are not available for purchase through the approved vendors, and very urgently required books by the faculty will be procured online through Amazon and FlipKart. In such procurements, discounts may or may not be available. Sometimes shipping charges are also included and price mentioned in Amazon/Flipkart on the date of order will be applicable. In order to pay cash on delivery, an advance may be withdrawn through Finance. The paid amount may be adjusted on the basis of credit/debit card statement and/or the bill generated generated statement confirming order while ordering the books will be accepted by the finance division at the time of settlement of issued advances.
6. A system of offline and online ordering of books and purchase of books by Faculty has been introduced. Whenever, the faculty are in urgent need of any book, they may purchase books

for the library from book stores or online book stores like amazon.com, flipkart.com etc. using their own credit/debit cards after checking with the library about its non-availability and with due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed. They may also be authorised to purchase books on foreign trips or while in attending conference or in filed visit in similar way. Such requests may be processed by circulation to LC and concerned Deans/Directors. In such cases discounts may or may not be available. Sometimes shipping charges may also be included. The faculty may be reimbursed full amount paid on such transactions on the basis of credit/debit card statement and/or the bill generated through online transaction. This process should not replace normal procurement procedures and should be used only in special or rarest cases. Cost of each book procured in this manner should not be more than Rs. 1000.

7. According to Government of India General Financial Rules, Books are not store items. So there is no need to invite tender for book procurement.

Book Purchase & Essential Conditions for Vendors/Suppliers:

1. Ambedkar University Delhi Library (AUD Library) invites applications in the prescribed format from interested book suppliers based in Delhi and NCR fulfilling the following terms and conditions:

- i. They should be in the field of book supply for at least five years.
- ii. They should be serving libraries of standing like Central Universities, national level education and research institutions at least for five years and continue to be providing the services with good standing.
- iii. They will be representing the entire gamut of subjects, publishers and languages of interest to the AUD community.

2. The vendors have to get themselves empanelled with AUD, for that an advertisement in the News paper and/or AUD Website will be issued by Registrar. All interested vendors will have to deposit EMD of Rs. 10000/- (refundable) and a non-refundable fee of Rs. 2,000/- towards Application fee while submitting application for empanelment.

3. The Successful vendors who are approved for the empanelment will be required to submit a security deposit of Rs. 10,000/-.

4. All successful vendors who fulfil the AUD terms and conditions for empanelment will be informed by the AUD by a letter to this effect. The vendors will be required to accept AUD terms and conditions.

5. On Empanelment: After receipt of empanelment letter Vendor/ Publisher eligible for quoting rates as and when asked for. The empanelment shall be for a period of one/two year(s), which can be extended for a further period of one year based on the satisfactory performance. The AUD Library may place orders for supply of books/journals only with empanelled book suppliers or directly with the publisher. The suppliers empanelled shall visit the AUD campuses and interact with teachers and academics on a regular basis to assess their requirements, show newly published books and catalogues of their interest and collecting requisitions for purchase of books in the requisition format. They may also be asked to arrange for book exhibitions and displays in the campus as per the AUD's

requirements. They may also be directed to supply books which the University or AUD Library would identify through other channels.

6. Empanelled Vendors/Publishers who fail to supply book after receipt of order within a specified (4 months) period his order will be cancelled and Security Deposit amount will be forfeited. Not only this their name will also be struck from the roll of empanelment.

7. Mere fulfilment of eligibility conditions prescribed does not entail a supplier to be included in the panel. Decision of the AUD in all matters related to empanelment shall be final.

8. The Vendors shall submit the copy of their current years' IT return and PAN/TAN number in the prescribed application form along with the address proof. Incomplete applications will be rejected.

9. Discount Rates:

The vendor is required to quote discount rate over and above the minimum (Base Level) discount as under:

Sl. No.	Items	Minimum Discount
1.	English Medium Books (Foreign/Indian)	20%
2.	Hindi Medium Books	30%
3.	Books in Indian languages other than Hindi	20%
4.	Books in Foreign Languages other than English	10%
5.	Central Govt./ State Govt. Publications	10%
6.	Short Discount Titles (Handled on a case to case basis)	
7.	No Discount Titles (10% handling charges on request)	
8.	Books procured from abroad against specific orders	20%
9.	Learned Societies Publications/Other institutional	10%
10.	Remainder Books / Foreign English Medium Books Published more six years ago	50%
11.	Foreign English Medium Books Published more three years ago	30%
12.	Reprint Editions/ Low Priced Publications published in foreign countries/ published in India	20%
13.	Multi-volume sets of Indian English Medium Books	35%
14.	Multi-volume sets of Foreign English Medium Books	35%
15.	Reference Sources (published in foreign countries/ published in India)	20%

10. However, vendors should be accepted above minimum discount to qualify for apply for the vendorship.

11. The vendors will be required to quote maximum discount allowable by them in the tender documents.

12. Vendors are encouraged to apply for all the above categories as finalized by the Library Committee however, they can apply for specific area or subject or discipline or languages, in

view of the operational difficulty as explained by the Librarian and necessary conditions can be relaxed in the tender documents in the enabling clause which will be incorporated by the Administration of Ambedkar University Delhi.

13. Exchange Rates: The print book vendor shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates as per Reserve Bank of India.

14. No Supplier shall have the sole right to supply books/ publications. AUD Library reserves the right to procure books/publications with any of the empanelled suppliers or suppliers/publishers outside the panel.

15. Once vendor has been empanelled the following methods will be used to procure books:
(a) If the faculty members have selected books from the empanelled vendor and cost of which is not more than Rs.10000/- and Dean has also approved the same, then that order may be given to that Empanelled Vendor by Librarian to supply the books at the discounted rates as quoted at the time of empanelment .

Enquiry on availability of books:

(b) For procurement of books directly by the library on written recommendations of faculty etc, the librarian will place an enquiry with minimum five/six empanelled vendors or more based on his judgement for the required titles and number of copies of each thereof, by email.

(c) The empanelled vendors have to respond within two working days only by email only with the following details:

- (i) Number of copies available;
- (ii) Unit price (in original currency)
- (iii) Discount offered (The discount can be revised upward only from pre-committed discount);
- (iv) Shipping time/supply time
- (v) Validity of quoted price(s), etc.

A proforma for the same will be provided to the empanelled vendors.

Purchase order:

(d) The library will place purchase orders with the empanelled vendor(s) offering the lowest price and/or the highest discount, as applicable, for the available latest/Indian edition. In case Librarian wishes to purchase from other vendor than he must give justification while placing order.

(e) If two or more empanelled vendors offer the same discount and/or the lowest price and/or shipping time/supply time, an approximate equal distribution of the purchase order(s) will be made among them.

(f) Supply of books has to be made strictly against the purchase orders only.

(g) Sending an acknowledgment of the receipt of purchase order, which is taken as an

acceptance of the purchase order, is mandatory, preferably by email.

16. Books, if found duplicate, may be returned even after supply.

17. Condition for cancellation of the released purchase orders:

(a) If the empanelled vendor(s) to whom the order has been placed fail to supply the entire order or any part of the order within the stipulated time (4 months) without providing satisfactory justification for such delay, the empanelled vendors will be charged with liquidated damages at the rate of 5% to 10% (maximum) of the value of the order not fulfilled.

(b) Thereafter, the AUD reserve the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their side. In addition the amount Security Deposited will be forfeited.

(c) The decision of accepting supply of cancelled titles is at the sole discretion of the AUD and decision of the competent authority of AUD shall be final in this regard.

18. Only latest and economical editions/soft bound are to be supplied, if not otherwise specified.

19. All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the book shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the Books in Print or such bibliographical list or third party invoices reflecting the price of the book will be acceptable to the AUD in support of price verifications.

20. Supplier should certify in the invoice/bill that the latest editions are supplied and current prices are charged.

21. The supplier shall submit the approval memo containing the complete bibliographical details of the document(s) in original along with (electronic file). The supplier should ensure that name, designation and department of recommending authority are clearly mentioned on the approval memo.

22. The AUD decision in all the matters of procurement of books shall be final and binding on all concerned.

23. The AUD reserves the rights to change any or all of the above terms and conditions.

24. All Legal disputes, if any, shall be settled in Delhi.

Books purchased on Standing Order.

Faculty Publications:

The Library may purchase one copy of Faculty publications as and when the publications are brought to the notice of Library. The financial sanction for procuring the same may be obtained from the Librarian/Chair, Library Committee/VC depending upon their financial powers delegated to each authority.

Government Documents:

It is observed that some Government documents do not reach the Library due to various reasons. Since they are immensely useful information sources for research, therefore, all important Indian government publications have been placed on Standing Order. The list of such publications is to be finalised and should be approved by the LAC from time to time.

Bill Processing:

Once the books have received in the Library along with the bills, the price of each book and discount rates, foreign currency conversion rates (RBI rates) are verified by the concerned staff in Acquisition Section. Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc. Then the bills are processed for payment with the accession nos. entered against each item. The In-charge, Acquisition Section certifies above procedure before forwarding bill to Finance Department. The bills are put up to the Librarian by In-charge, Acquisition for expenditure sanction on the basis of approval by the competent authority. As per the present practice the Library follows the RBI rates to convert foreign currencies into Indian Rupees as on the date the order and the payment is being made under the "Books" budget head.

Gifts:

The library received books as gift from any individuals or institutions. The gifted Books from major institutions and other individuals may be accepted depending on their utility and physical condition.

Subscription to Print/e-Journals/e-books and online Databases:

1. The School wise/Centre wise lists of Print/e-Journals should be compiled and forwarded to the respective Deans of Schools before placing them in the Library Committee meeting.
2. After receiving recommendation from the various Schools/Centres to subscribe/renew the Print/e-Journals/e-books library committee will review and approve the subscription.
3. A Negotiations Committee shall be formed to negotiate with the online journals/e-books & database dealers about the subscription cost of each database. The tenure of the Committee may be for one year with following composition:
 - i. Chairperson, Library Committee
 - ii. Registrar/Nominee (DR, Administration)
 - iii. Librarian
 - iv. Controller of Finance/ Nominee ((DR, Finance)
 - v. One or two members of Library Committee could be invited
4. After obtaining necessary approval and sanction from the Library Committee (competent authority), the Print/e-Journals/eBooks/databases will be subscribed/renewed through the empanelled subscription agents and keeping in view their past service records. Some Print/e-Journals/e-books may also be ordered directly from the publishers.

5. In the case of unavailability of e-resources through consortia library may contact directly to publishers/vendors to raise invoice and order journals (print and electronic)/e-books.
6. According to Government of India General Financial Rules, journals are no discount items. So there is no need to invite any tender for the subscription of journals (print/electronic).
7. Library will only accept those bills which provide the publisher price proof along with exchange rate of the date of invoice.
8. The payment for Print/e-Journals/e-books subscription should be made as per the national bank/RBI exchange rates prevailing on the date of billing.
9. The supplementary bills may be accepted in case there is rise in price of the Print/e-Journals and exchange rate.
10. Each Print/e-Journal should be considered as a separate item itself. The payment should be made from the "Journals" budget head.