

LOK SABHA SECRETARIAT

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LOK SABHA SECRETARIAT
(Parliament Library)

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PARLIAMENT HOUSE
NEW DELHI-110 001

EMPANELMENT OF PUBLISHERS/ DISTRIBUTORS/BOOK SUPPLIERS
FOR SUPPLY OF BOOKS

The Book suppliers/Publishers/Distributors etc. who intend to supply books to the Parliament Library on approval basis in **English and Hindi only** during the current financial year i.e. 2023-2024, may apply for registration of their firm in the prescribed **Proforma** and **Annexures** attached. The prescribed **Terms and Conditions** laid down by Parliament Library are also attached.

The book suppliers/publishers should have membership of the State Book Suppliers/Publishers Association, Federation of Indian Publishers and Book Suppliers Association (FIPBA), or National Associations for Book Suppliers for the current financial year i.e. 2023-2024. Self attested copy of the same is required.

The duly filled in application along with necessary documents are required to be submitted by **15 April 2023** till **5.00 p.m.** in a sealed envelope to:

Joint Director
Acquisition Section, Parliament Library,
Room No. FB048, T-Block,
Parliament Library Building,
Pandit Pant Marg,
New Delhi – 110001.

The complete applications must be supported by the following duly signed documents (i) Proforma (ii) Application for seeking permission to visit "Parliament Library for supply of books (Annexure I) and (iii) Bank details for receiving payment through electronic mode (Annexure II).



(NALINAKSHI TRIKHA)
DIRECTOR
PARLIAMENT LIBRARY

**TERMS AND CONDITIONS FOR SUPPLY OF BOOKS IN PARLIAMENT
LIBRARY**

I. Conversion Rate

RBI Exchange rates on the date of supply of books on approval.

II. Discount

- (i) 15% on all English books including foreign books, Reference publications and hardcover/ paperback editions
- (ii) 20% on Hindi languages books.
- (iii) 20 % discount on own publications (published by registered book suppliers)
- (iv) 10% on Regional language books
- (v) Inviting quotations for the books costing ₹10,000 and ₹ 6000/- and above in respect of English & Hindi books, respectively.
- (vi) Furnishing the details of bank account in the enclosed Format (Annexure-II) along with a cancelled cheque for e-payment.

III. Supply of Books

- (a) The approved bookseller or authorized representative must bring a letter of authority with his photo affixed on it for being shown at the Reception Office, Parliament Library Building, for his proper identification and for obtaining necessary entry pass from there to deliver books/publications to Parliament Library.
- (b) Whenever an authorised representative authorised is changed by the bookseller, it will be the duty of the bookseller concerned to intimate this change to the Parliament Library immediately to avoid any risk of running transactions by an unauthorised representative on behalf of the bookseller.
- (c) The representative concerned will deliver the books/publications to the Acquisition Section, Room No.048, First Basement, Parliament Library Building and shall not be entitled to go to any other part of the building. The representative shall leave the premises immediately after the books are delivered.
- (d) Books will ordinarily be accepted in the Library on approval once in a week i.e. on Thursday between 1000 hrs. and 1300 hrs. In case Thursday happens to be a closed holiday, the books will be received on approval on the next working day.
- (e) Books are normally acquired almost on all subjects, however, special emphasis is given on the subjects which are of special interest to the members of Parliament and which will help them in the efficient discharge of their parliamentary duties. Books on advanced technical knowledge, pure science, light literature, literary criticism, linguistics, text books & fiction (other than standard works) are not acquired.
- (f) Books reviewed in Times Literary Supplement, Biblio, The Book Review, The Economic and Political Weekly and other prominent Social Science/Humanities periodicals are to be supplied on approval basis.
- (g) The books on approval may be accepted on the basis of **Lottery System** (In the event of multiple book sellers making available the same book(s) on approval, a draw of lots is conducted among the book sellers and a copy of the book is received **on approval** from the winner in the draw of lots).

- (h) The book suppliers will ensure to supply only hardbound/ Indian edition of the books, wherever available. The paperback edition may only be supplied, if no hardbound/Indian edition has been published.
- (i) Before giving books to the library, the name of bookseller along with date should be written on the book by pencil. The books will be accepted only with the approval memos.
- (j) All books/publications carrying the maps of India which are not authentic shall bear the stamp, "***The external boundaries of India depicted in the map are neither correct nor authentic***". If the books/publications with such maps do not carry the desired stamping, they are liable to be rejected straightaway.
- (k) After the selection of books has been finalized, the booksellers will, on intimation from the Library, collect the books which were not approved after giving a receipt for the same on the approval memo. The unapproved books shall be taken back by the concerned booksellers within a week from the date of intimation.
- (l) Approved booksellers failing to supply books on approval at least once in a month may be debarred from the renewal of yearly agreement.
- (m) In case of any urgent demand for books, approved booksellers are liable to supply the same within least possible time even beyond the normal working hours/days.
- (n) The book suppliers should be able to procure books from abroad on specific request within a period of four weeks.

IV. **Bills**

- (a) Pre-receipted bill(s) for all accepted books are to be submitted in triplicate. Revenue stamp should be affixed on the original bill duly signed by authorised signatory.
- (b) Bills should be typed and double space is left between two items.
- (c) Bills shall mention the author's name and title in brief and the publisher's original price in the appropriate columns.
- (d) All entries in the bill should be typed/neatly hand written in the format acceptable to the library.
- (e) Prices in foreign currency shall be indicated against each item at the exact rates of conversion agreed to.
- (f) The price proof for all the books, except for the books with printed price, must be enclosed along with the bill in support of prices charged. Book suppliers have to attach documentary evidence i.e. a copy of original publisher's invoice duly signed by them for the price(s) proof in case of foreign/Indian publications where price of the book(s) not printed. No other documents such as copy of Books in Print, printed Catalogues price list, price proof issued by the local book suppliers or distributors will be entertained.
- (g) Publications having no or short discount shall be billed separately and a certificate to that effect given on the bill.
- (h) The fraction of a rupee occurring in the net amount payable in a bill should not be rounded off to the nearest rupee.
- (i) Parliament Library reserves the right to select or reject any book without assigning any reason and the costly and very expensive titles shall invariably be obtained on competitive rates.

V. Delivery of Books

- (a) Delivery of books to the Library, in every case, shall be free of any additional charges.
- (b) Packages and all correspondence, including bills, may be addressed to: -

**Joint Director
Acquisition Section
Parliament Library
Room No.048, First Basement, 'I' Block
Parliament Library Building
Pandit Pant Marg
New Delhi – 110001**

- (c) Bills shall be sent separately and not dispatched in the parcels containing books.
- (d) Copies of books supplied, on approval, shall be fresh, clean, well bound and complete. Library editions and hardbound copies shall be supplied, wherever available. Defective and damaged copies shall be returned at the vendor's cost.
- (e) Strict adherence to these terms is required. Non-observance of any one of these terms and conditions may result in cancellation of the pending indents and/or discontinuation of further dealings.

Nota Bene

- We expect the approved booksellers to supply us the books at the earliest after their publication. Old editions or books supplied after an unreasonable period of their publication are liable to be rejected straightaway. We also expect the booksellers to supply us the list of latest publications and catalogues periodically.
- The Parliament Library reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Director, Parliament Library.

PARLIAMENT LIBRARY
PROFORMA FOR SUPPLY OF BOOKS

1. Name (Block Letters) _____
2. Name of Firm _____
3. Experience (Minimum three years experience required, attach documentary proof)

4. List of Institutions Served(A separate sheet may be attached)

5. PAN Number (attach a copy)_____
6. Annual turnover of the firm for the last three consecutive years with documentary evidence (Minimum ₹ 35 lakh turnover is required)

7. Address _____
8. Website/e-mail _____
9. Telephone No. (i) Residence _____
(ii) Office / Fax _____
(iii) Mobile _____
10. Do you have skilled manpower? if yes, specify with details of selection procedure followed before supply of books

11. Details of Collaboration / Distributorship Agency of outstation & Foreign Publishers

12. Current membership No.(DSBPA/FIPBA/National/ State level Associations)

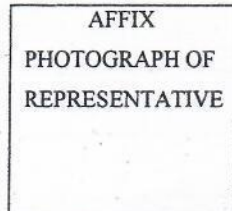
Declarations

- (i) I/We----- (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge.
- (ii) Any change in the above information shall be intimated immediately.
- (iii) I/We have carefully read the terms and conditions for registration and supply of books to the Parliament Library and agree to supply books on the term and conditions prescribed by the Library.

Dated: _____

Authorized Signatory with stamp of the Firm

LOK SABHA SECRETARIAT
(PARLIAMENT LIBRARY)



**APPLICATION FOR SEEKING PERMISSION TO VISIT
PARLIAMENT LIBRARY FOR SUPPLY OF BOOKS**

1. Full Name (Block Letters) _____
2. Father's Name (in full) _____
3. Age _____
4. Profession _____
5. Address (i) Local _____

(ii) Permanent _____

6. Telephone No. (i) Residence _____
(ii) Office _____

I have gone through the rules and regulations governing the grant of permission to Parliament Library and agree to abide by these rules.

Dated : _____

Signature with stamp of the Firm _____

