



**Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY, JALANDHAR
G T ROAD BYE PASS, JALANDHAR-144011, PUNJAB (INDIA)
CENTRAL LIBRARY**

Reference:

EPABX : 0181-2690- 301,302,453,603 Extension...3601... Fax: 0181-2690320, 2690 932 E-mail : kaur@nitj.ac.in

Library Books selection, acquisition/ purchase policy

Book selection procedure & Approval Process

1. It has been customary for faculty and students to take part in book selection for the Institute Library to ensure qualitative development of the library collection. Publishers are very frequently providing electronic lists of titles available on various subjects. These are being forwarded to faculty from time to time.
2. Books for courses being taught by different departments shall be recommended by the concerned faculty teaching the same and should be duly endorsed by the concerned HOD.
(If desired by the department, list of textbooks may be prepared in department faculty meeting, otherwise recommendation of concerned faculty endorsed by the HOD shall be treated as authentic).
3. Students are also authorized to recommend books. Such recommendations shall be passed on to library duly endorsed by the concerned faculty and HOD.
4. Library officials generally recommend general reference books, fiction, Library & Information Science and the materials not covered by the departmental subject categories
5. Departments to ensure that recommendations for textbooks are recommended well in advance (at Least three months before the start of Semester), to ensure purchase of the same before the start of classes every semester.
6. All documents for purchase in the Central library need to be recommended in Library book recommendation Performa available on the library website. The content should be in typed format and not handwritten and should be complete in all respects. Both hard and soft copies of the recommendation are required to be sent to Institute Librarian.
7. Purchase of the recommended books is subject to the approval of the competent authority.



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8. Before the start of purchase, (every F/Y) the Library Advisory Committee shall do department wise allocation of funds. It shall be done as soon as the intimation with regard to annual budget allocation for library is received from the Institute. After due approval of the Institute Director, Librarian shall intimate all Heads of departments in this regard. It is specified that in case a particular department does not utilize its share of allotted funds within stipulated period, the same shall be diverted to any other department, which need more funds at the recommendation of LAC and approval of the Institute Director.
9. The Faculty and students can recommend books and other publications for purchase to the Central Library. It is mandatory that the list of books requisitioned by the Faculty for purchase for each Department/Centre be always routed through the respective HOD /PI in case of projects / Center I/C. The requisitions of students can be got approved by the concerned faculty & HOD. It will be desirable that books relating to semester courses may be sent in with one semester notice.
10. The Library would then check for duplication and then prepares the final list of books to obtain financial sanction for their acquisition from the Institute Director within the limit of funds allocation of the concerned department.
11. Library shall route the purchase cases through the Institute Registrar to get confirmation of availability of Funds before it is put up to The institute Director for financial approval .
12. After due approval of the Director, Institute Library shall initiate the purchase.
13. Ratio of books (No of students : books to be purchased shall be:

Text Books 100:10

Reference books: one each

Non-text and non-reference: 02 each



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14. On the recommendations of the faculty the Library may purchase multiple copies of only those books that are found to be in great demand but not more than 10 copies of any book are procured.

- Purchase of Faculty Publications: The Library may purchase three copies of Faculty publications as and when the publications are brought to the notice of the Library by the concerned faculty/ Author. The financial sanction for procuring the same to be take from the competent authority

- **The library will strictly follow the practice of ordering books through registered and approved vendors only, who are registered with Federation of Publishers and Booksellers Association in India (FPBSA) and Delhi State Booksellers & Publishers Association. Such vendors should have the approval of the Institute director after they are shortlisted and recommended by LAC / or any interim committee against an open advertisement.**

Terms and conditions of supply of print books:

GFR- Government of India Financial Rules-2017 Chater-6 Procurement of goods and services

The term “goods used in this chapter includes all articles.....but excludes books, publications, periodicals etc. for a library.” (CP)

GFR are not only silent over the library purchase rules but have excluded books, publications, periodicals from the definition of GOODS. Hence, under mentioned purchase procedure for library purchases is recommended:

Discount Structure:

Every two years Institute shall give an open advertisement to register vendors and get a competitive discount on published price/ prices as per the publishers’ latest catalogue. *Suppliers shall be finalized / registered based on maximum discount (HI) and acceptance of Institute terms & conditions. Supply orders shall be evenly distributed among all the registered firms. Registered firms shall be given one test supply order. On successful completion of the same only, registration shall be confirmed.*



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1. A maximum **“uniform” discount** to be invited on all categories of books- text, non-text, reference etc. separately for electronic and print format (latest edition only unless specified otherwise) of Indian and foreign origin. The Publisher/vendor/supplier(s) are required to certify that the discount quoted by them is the highest ever given to any other Institute by them. Duly signed certificate to this effect on the company letter head must be submitted along with the application for empanelment/ Registration.
2. **Purchase under special categories:** Documents like standards, government and society publications, short discount / no discount titles like swamy, nabhi publishers etc and any other category where discount as mentioned at Sr.1 is not available shall be purchased as per GOC terms (copy enclosed).
3. Purchase of other publications like-CDs DVDs, and any other virtual learning resources not covered under above categories may be purchased / considered as per the sales policy of the concerned organization and handled on case to case basis subject to approval of the competent authority, submission of **proprietary certificate and minimum cost certificate from publisher shall be mandatory in case of all virtual resources, CDs, and DVDs.**
4. Only latest and cheap Indian edition (wherever published) of the publications shall be accepted. Where foreign editions are supplied, the supplier shall have to certify that no Indian edition of the same has been published or / is available in the market at present.
5. Maximum time for supply of Indian publications shall be 30 days (from the date of dispatch of supply order) and 60 days for publication of foreign origin. After this date, the order shall automatically be treated as cancelled, unless there is some genuine reason acceptable to the Institute and the Institute extends delivery period. In no case, the delivery period shall be extended beyond six months.
6. For delayed supply (unless the delivery period is extended by the Institute) of documents penalty rules as per Manual for procurement of Goods-2017 Chapter 9 (clause 9.7.10) shall be followed i.e. penalty @ 0.50% per week of the prices of the delayed goods maximum up to 10% shall be imposed. In all such cases the defaulter is liable to be blacklisted. In case of POD, titles and titles



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out of print the supplier shall provide publishers proof and the Institute shall grant extension on case to cases as per the requirement of the Institute.

7. For out of print and out of publication documents, supplier shall submit publisher's proof in case of Indian books and authorized dealers proof in case of foreign books.
8. Bills shall be submitted in duplicate (department / supply order wise separately) in favor of ***“Director, Dr. BR Ambedkar national Institute of Technology, Jalandhar”***.
9. *Latest price as notified by the publisher on the date of billing shall be considered. In case of books priced in currency other than INR, Billing to be done in the original currency.*
10. Institute Library shall process payment within two weeks after completion of a particular supply order, provided the received documents are in good condition and the bills are accompanied by all required documents viz: price proof, proof to the effect of the document being the latest and cheap available edition. All bills should be stamped and certified as ***"books supplied are the latest and cheapest editions and prices charged are the same as fixed by the publishers."*** ***Supplier must supply all books once PO is accepted and only then, payment shall be processed. Bank rate of conversion (in case of books priced in foreign Currency) on the date of billing/as per the Institute practice shall be followed.***
11. Delivery of the books shall be ***"FOR NIT LIBRARY "***and books shall be dispatched to:
The Librarian, Dr. BR Ambedkar national Institute of Technology, Jalandhar.
12. The empanelment notice shall be put on the Institute website and ‘publishers/ suppliers to be informed through-mail also.
13. It is mandatory for an applicant for registration/ empanelment to be an approved supplier by GOC and be a member of Booksellers and publishers Association, India or Booksellers and publishers Association, Delhi.
14. Once a publishers / suppliers/ stockiest is registered and the firm accepts Terms and conditions of the Institute in writing, then such firm is supposed to supply the ordered documents. At this stage if the registered firm refuse to start supply, his/ her EMD shall be forfeited.



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In all cases, decision of the *"Institute Director"* shall be treated as final. In case of any dispute, the same shall be subject to the *"jurisdiction of courts in Jalandhar"* or as per the *"Directives of the Institute Director"*.

Terms & conditions of procurement / supply of e-books:

The general terms of purchase of E-Books are as follows:

1. In e-format books with **perpetual access** to be purchased. No subscription based e-books to be purchased.
2. **Acknowledgement of Order:** Supplier/ publisher shall acknowledge order within two days from the date of receiving the order. If the ordered item is not to be supplied for, any reason it should be informed to this office within two days from the receipt of this order. The latest edition of the e-book should be supplied even if the older one is listed in our order, unless otherwise specified. On receipt of the order the supplier shall submit Performa invoice.
3. **Access:** Unlimited access to Dr. B R Ambedkar National Institute of Technology, Jalandhar Library users through the designated IP Nos. (to be communicated). In case of any changes/increase in IPs during the subscription period, those also need to be included/ updated for access. The publisher will also permit/allow the purchaser to access to e-books/e-journals on remote access when the purchaser implements/subscribes to remote access software and integrates. In view of the present situation of Lockdown immediate remote access to our off campus, users shall be granted and set up at no additional cost.
4. **Activation period:** The activation date should be mentioned in the bill/invoice. The activation should be completed within one week from the date of receipt of the purchase order.
5. **Payment:** Any discrepancy arises after the procurement of e-resources; the responsibility lies with your firm to resolve the issue immediately at your own cost. If the firm fails to address the problems, the entire cost of e-resources is to be refunded by the firm, which supplied the products to the Library. In case of e-books, payment will be made within A MONTH after the satisfactory supply and activation of ordered titles / against the satisfactory access report from the concerned faculty who recommended the books.
6. **Taxes:** Prices should be inclusive of all taxes. The tax component, discount and product cost to be mentioned separately. There shall be no additional fee/charge, etc. after the final invoice as



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the purchase is on a perpetual basis inclusive of all future facilities connected therewith. Payment shall be made only after satisfactory access to the resources as per our requirements.

- 7. Usage Statistics:** The publishers/authorized Agent should provide the usage statistics monthly, and also give the admin I.D & PASSWORD TO GENERATE THE E-USAGE STATISTICS AT OUR END. PROVIDE USERS TRAINING PROGRAM AT THEIR OWN COST AT Dr. B R Ambedkar National Institute of Technology.
- 8. REMITTANCE PROOF:** The supplier must provide Remittance proof to the purchaser as evidence of payment made to the concerned publishers.
- 9. DUPLICATE TITLES:** Duplicate titles, if any must be checked with the publishers in case the e-books are already supplied earlier by the vendor/ publisher, or are mentioned in some other supply order of the Institute/ or are available in OA. The amount must be checked and duplicate titles dropped and the institute informed accordingly.
- 10. Enclosure:** The supplier shall append the following details along with the items.
 - a. Bills in duplicate along with Bank Wire transfer details include A/C No, Bank name, IFSC CODE, PAN/GSTIN, etc.
 - b. Price breakup. Include the details of the original cost, discount, conversion changes, tax, etc.
 - c. Certify on the bills/invoices that prices that have been charged are in accordance with the current publisher's price, Publisher's price proof in their letterhead / copy of printed catalogue should be enclosed.
 - d. Certificate of 'AUTHORIZED agency/ Distributorship 'from the publishers.
 - e. Copy of License/ Contract agreement (in any)
 - f. Activation certificate.
- **Orientation programme:** The supplier should organize the users training at our University at their own cost.
- **MARC-21:** The supplier will provide MARC 21 records of e-books to integrate into our library management system and any other services. Also, the publisher will provide the subject wise/titles wise list of e-books.
- **No DRM restrictions:** E-Resources should be DRM free such as Unlimited users, unlimited print, save and downloading facilities, irrespective of the device like mobile, PC, Tab being used by the users etc.



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- **Perpetual Access:** Procurement of e-resources is perpetual access; no other charges like maintenance, license, platform fee, etc will be paid.
- **License Agreements:** License agreements included with the price offered must be signed by the publishers and Dr. B R Ambedkar National Institute of Technology. If any of the terms of the license are not acceptable to the Institute, the entire cost of e-resource is to be refunded by the firm, which supplied the product to the Library.
- **24x7 Access:** THE ACCESS TO ALL THE E-BOOKS WILL BE AVAIABLE ONLINE 24X7 FOR THE Unlimited concurrent users, unlimited downloads and also unlimited prints. A backup copy of the e-books to be provided when the user is unable to access the contents from the publisher's site due to any technical reasons.
- **Federated Search:** The publisher will allow/permit the purchaser to make all the purchased e-books accessible through/using any discovery service provider(s)/ subscribed by the purchaser.
- **Legal Dispute:** Any disputes that may arise out of the contract are shall be under the jurisdiction of the courts in Jalandhar/ decision of the Institute Director shall be final.

Terms and conditions of Supply of e-journals:

1. Institute should prefer to subscribe e- journals as per the negotiated rates of eSS- e- Shodh Sindhu a national consortium established by MHRD or by NIT consortium, or any other consortium approved by GOI if any negotiation is held at this platform.
2. For e-journals and print journals where rates are negotiated neither by eSS nor by NIT consortium/ any other consortium, subscription may be done on case to case to basis on single quotation basis directly from the publisher. Periodical are no discount publications and Institute shall not insist upon the same.
3. Institute library shall Purchase the newspapers and magazines of general nature from the existing local vendor M/S Tiwari and M/Sethi enterprises respectively.

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Purchase under CPDA- Professional Development Allowance of faculty:

1. As against the existing system of Purchase of books against PDA through the Institute library, a system of online /offline ordering and purchase of books by the faculty against their PDA entitlement is recommended.
2. Library purchase policy (after due approval of the competent authority) and list of registered vendors shall be circulated to all faculty.
3. They may purchase books under PDA from online bookstores like amazon.com, flipkar.com etc. using their own credit / debit cards. The amount so spent should be re-imburseable from their entitlement. Sometimes courier/ postage charges are also included. The faculty may be reimbursed full amount paid on such transaction based on their credit or debit card statement and bill generated through online transaction.
4. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed by faculty.
5. They may also be authorized to purchase books on official foreign trips in a similar way subject to availability of funds in their PDA account. In such cases discount may or may not be available. In such cases, provision of post de-facto approval is recommended.
6. Record (if required) to be maintained in the department office in the PDA register meant for all purchases under PDA