

**SAVITRIBAI PHUE PUNE UNIVERSITY
JAYAKAR KNOWLEDGE RESOURCE CENTRE
GANESHKHIND ROAD, PUNE- 411 007**

Ref.No. JKRC/ 123

Date: 25 March, 2025

**To,
The Manager,
Book Vendor Firm/ Publisher**

Sub: Trade-Terms for the Years 2025-28

Sir/Madam,

You are requested to submit our Trade-Terms in sealed envelope addressed to the Director for supplying books during the years 2025-28 (From 1st April, 2025 to 31st March, 2028) with special reference to the points enumerated in the attached prescribed form.

The Terms and conditions will be as under: -

- I) The rate of discount for Indian Publications in English to be fixed to the maximum but in no case not less than 15%. A few booksellers have given in the past minimum 20% discount on the published price and intend to continue the same this year also.
- II) The rate of discount for modern Indian Languages be fixed to the maximum possible but in no case not less than 25% of the published price.
- III) In case of 'Short' and 'No Discount' imported and Indian books, the bookseller may levy handling charges up to 15% on the landed cost of the book. It shall be worked out by charging actual expenses on postage, packing, insurance etc., minus the rate of discount if any earned by the bookseller shall present documents in original to the library in support of his claim for the additional charges on 'Short' and 'No Discount' books.
- IV) In case of the foreign publications, the exchange rate of Good Offices Committee (GOC) shall be charged as the bookseller has made the payment to publisher/dealer. Library will make the payment on produce of such proof document. The rate of discount on such publication to be fixed to the maximum but in no case less than 15%.
- V) Please mention Bank details required for RTGS/NEFT or similar, in case Jayakar Knowledge Resource Centre initiated that sort of payment.
- VI) Purchase of book or set of volumes costing more than Rs. 1,00,000/- will be monitored by higher authorities in individual case of purchase.

- VII) Rejected books have to be taken back within 15 to 20 days from the date of communication by the Jayakar Knowledge Resource Centre.
- VIII) No personal package, luggage will be accepted for storage and further purpose.
- IX) Please return filled copy of the Trade-Terms and conditions accepted (Page no 3 to 5) along with **signature and stamp** of your firm to **The Director, Jayakar Knowledge Resource Centre, Savitribai Phule Pune University, Ganeshkhind Road, Pune-411007**. (Also please send scanned soft copy of the same through e-mail to librarian@unipune.ac.in)

A copy of the prescribed form for Trade-Terms is enclosed herewith with a request that the same be forwarded to us on or before **12th April, 2025** dully filled in all the columns.

Thanking you,

Yours faithfully



I/C Director

DIRECTOR
Jayakar Knowledge Resource Centre
(Formerly Jayakar Library)
Savitribai Phule Pune University
(Formerly University of Pune)
Pune - 411 007.

To,

All booksellers and publishers on the mailing list of the Jayakar Library.

SAVITRIBAI PHULE PUNE UNIVERSITY
JAYAKAR KNOWLEDGE RESOURCE CENTRE
Subject:-Trade-Terms for 2025-28

Name of the Bookseller :-

Address of the Bookseller :-.....

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Telephone No. :-

Fax No. :-.....

Cell No. :-.....

E-mail Address :-.....

- I** A) Net percentage of discount
for supplying standard
publications against firm orders
- i) Foreign publications :-.....
- ii) Indian publications (English) :-.....
- iii) Indian publications
Languages- Marathi, Hindi, :-.....
Sanskrit etc.
- B) Net percentage of discount for
supplying Books on approval
- i) Foreign publications :-.....
- ii) Indian publications :-.....
- iii) Publications of learned
Institutions etc. :-.....
- C) Net percentage of discount for
supplying special publications :-.....
- D) Terms for supplying short
discount publications :-.....
- E) No handling charges will be claimed :-.....

II Please state: -

A) Terms for supplying rare

A1: rare publications be quoted separately :-.....

A2: back volumes of periodicals be
quoted separately :-

B) Specific Terms relating to following points

i) Bank Commission charges :-.....

ii) Pre-receipt of the bill :-.....

iii) Postage, Packing forwarding etc. :-.....

C) The names of Publishers, Dealership,
Agencies and Specialization of stocks
represented by you may be given
separately. :-.....

Signature with stamp

(Additional information, if any, please attach the separate sheet of paper.)

Please note that all transactions will be executed subject to the following provisions from our side: -

1. The bills will be paid strictly in accordance with the terms and conditions mentioned in the trade terms. If no extra charges like the sales tax, packing, forwarding charges, postage, registration, insurance, freight indemnity or services charge are mentioned in these trade-terms, it will be necessarily presumed that the prices quoted are inclusive of these charges. Any charges not specified in the trade-terms and claimed in the bill will be detected from the bills without any intimation to the vendors.
2. The right to reject any offer is reserved. Every attempt will, however be made to place order with the reputed vendors who are in a position to quote. Most favourable terms and to supply books in the wide range of topics, to supply promptly from ready stock.
3. Booksellers and publishers who will keep us regularly informed about our firm orders will be given preference.
4. The rates of conversion fixed by **Good Offices Committee (GOC)** from time to time and prevailing at the time of purchases by the bookseller will be accepted by the library. In case of book on approval the exchange rate prevailing on the date of acceptance will apply.
5. Unapproved books and books not required by the library will have to be collected by the bookseller concerned either from the University Department or from the Jayakar Library, at their own cost, at least once in a week. In case of books that are to be returned to the booksellers outside Pune, the entire cost for returning the publications will have to be borne by the concerned bookseller.
6. Firm order, if not supplied by the bookseller concerned within a period specified in the order will be automatically treated as cancelled and it will not be binding on the library to accept the books supplied after that period without previous confirmation.
7. Books supplied against firm order will be accepted. In case vendor supplied the same books against the firm order will not be accepted and books will be returned to the vendor at his own cost.
8. If your firm is being selected, you need to complete Online Vendor Registration Process given on the Website of Savitribai Phule Pune University. (<https://ipcs.unipune.ac.in/>)
9. All the above conditions are accepted.

Signature and Stamp