



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
(Established by the Haryana State Legislature Act No. 15 of 2012)

Ref. No. DBRANLU/Lib/Vendor Reg./2025/1034

Date: 01/07/2025

Notice

Registration for the supply of books

Applications are invited for registration of Booksellers / Vendors / Distributors / Publishers / Online Book stores etc. in the Dr. B. R. Ambedkar National Law University, Rai, Sonapat for Supply of Books for two years (the financial year 2025-2027) on the prescribed affidavit.

The Terms & Conditions for registration and Proforma for affidavit are available on the University Website www.dbranlu.ac.in (Download). The application for registration for the supply of books will be written on the top of the envelope addressed to the University Librarian. It should be in the sealed cover and sent to the University Library by Speed Post / Registered Post / By hand up to 23.07.2025.

Thanking You.

Sd/-
University Librarian



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**AFFIDAVIT FOR REGISTRATION OF SUPPLIERS
(BOOKSELLERS AND DISTRIBUTORS)**

AFFIDAVIT

I.....S/o, D/o, W/o, Sh.....
a resident of..... do
hereby solemnity affirm and declare as under:-

1. That I am sole Prop. of M/s
.....
.....

2. That I / We, Am/are the member of the Federation of Publishers and Booksellers Association of India,
My membership No. is
.....

3. That I / We, Am/are not blacklisted by any Institution / Organization throughout India and Abroad.

4. That my/our PAN / TAN no. is

5. That the name as given in the PAN card is

6. That I/ We will fully comply with the terms and conditions for registration and supply of
books in the Dr. A.P.J. Abdul Kalam Library.

7. That copy of the above certificates is enclosed.

8. That the annual Turnover (Please attach I.T. returns certified copied showing Turnover) for the last
three years. (Mention financial year)

9. Important subject areas
.....

10. The language you are dealing with
.....

Deponent

Verification:

Verified that the above statements on this affidavit are true and correct to the best of my knowledge
and belief, and nothing has been concealed therein.

Date:

Place:

Deponent



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The Terms and Conditions for Booksellers/Publishers/Suppliers for Registration with the University Library:

1. Every Bookseller/ Vendor/ Publisher/ Distributor shall have to deposit Rs. 5000/ (Rupees Five Thousand Only) as Registration fee (Not refundable) before undertaking the dealing with the University Library. The Registration fee will be accepted in the form of Demand Draft in favor of “The Registrar, Dr. B.R. Ambedkar National University, Sonapat” payable at Bahalgarh, Sonapat.
2. The bookseller/ Vendor/ Publisher/ Distributor shall have to deposit a copy of the following documents: -
 - (a) Affidavit
 - (b) I.T. Return of last 03 years
 - (c) PAN/TAN/GST number
 - (d) Federation / Association Certificate (National / State Level Professional Association)
 - (e) Address Proof
 - (f) Term and conditions prescribed by the University, signed by the Proprietor of the Firm as a token of acceptance.
 - (g) Purchase order of last 2 years
3. No Supplier/ Distributor/ Publisher shall have the sole right to supply Books/ Publications. Notwithstanding the discount rates, so decide, the University shall have the right to procure books/publications at a high percentage (s) of Discount. The University shall have the right to procure books directly from other suppliers/distributors/ publishers on the terms and conditions decided by the Library Committee.
4. The University Librarian’s decision with the approval of the Competent Authority in all the matters of procurement of books shall be final and binding on all concerned.
5. The vendor will have to give the following certificate with the bills: -
 - (a) In the case of the foreign edition, a certificate would be required stating that “Indian reprint/edition is not published.”
 - (b) When low price editions/ paperback editions are not supplied, a certificate would be required stating that “No low-price edition/ paperback edition for the Books {mentioned at Sr. No.--, --are available.
6. The vendor ship will be terminated/dropped/blacklisted of the registered Firm: -
 - (a) If the vendor provides any wrong or distorted information to the library.
7. **Discount Rates Policy: -**

The following Discount Rates will be applicable for the purchase of books in the University Library: -

 - (a) Latest Indian and foreign Books including a reprint of old books - 27%
 - (b) All types of Bare acts, i.e., Central Acts and Local Acts- 30%
 - (c) All Indian & foreign Books published more than four years back. - 32%
 - (d) Remainder books will not be accepted.
 - (e) The Non-commercial publications such as Government / Semi-Government/Institution Society publication, etc. –discount offered by the issuing agency/supplier.
 - (f) The publication is available in electronic medium (CDs/E-Books)- (Discount of the formula applied on short/no discount publication).
 - (g) The above non-print material shall be purchased from the source of origin/approved supplier. If these are proprietary material, these shall be purchased at a price offered by the issuing Firm. In such cases, the Firm shall certify on the bill that the reading material has not been sold at a lower price than the billing price to any other University/Institution or supplier. Discount Percentage and other terms and conditions will be negotiated by the Library Purchase Committee.



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- (h) In case the non-print reading material is available with many suppliers, the purchase shall be affected by the reputed and standard supplier on an offered discount; however, if the number of titles is more than 50, the purchase shall be affected on competitive rates.
 - (i) Short/No Discount Titles/Text Books shall be accepted on Discount offered by the supplier and 7% handling charges may be given. Books on which suppliers get 32% or less Discount for four years back publications and 27% or less discount for latest editions will be covered under this clause. The suppliers shall produce the Proof of Price paid and Discount earned in the form of publisher/distributor invoice.
8. All legal disputes, if any, shall be settled in Sonapat/Delhi.

Sd/-
University Librarian



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Sub: - Supply Order for Books

An order is hereby placed for the supply of books as per the details given below. The list of books with the number of copies to be supplied is enclosed. The payment will be made after inspection of the material at the University. The material received after the delivery date or not as per specification will have to be collected from the University at your cost, and no claim whatsoever will be entertained in this regard. You are requested to supply the books on the following terms & conditions:-

1. Indicate your credit facility period
2. In case of vagueness and discrepancy in the name of the author and title, please clarify from the undersigned before supply.
3. The bill should be typed and submitted in favor of The Registrar, Dr. B.R. Ambedkar National Law University Rai, Sonipat, in triplicate. One bill shall not cover more than 20 publications. Your bills in duplicate should bear our order no. Date and certificate to the effect that the correct Publisher's prices have been charged. The first copy of the bill should be pre-receipted.
4. Only the latest Editions shall be accepted.
5. The price charged should be supported by authentic price proofs duly attested by the supplier. The price proofs may be submitted in the following form: -
 - (a) The price printed on the book
 - (b) Publisher's Latest Catalogue
 - (c) Photocopy of any other book selection tool
 - (d) Purchase invoice from the Publisher or his Indian representative.
6. The Invoice shall be accompanied by the following certificates (Proof is to be attached):-
 - (a) "The Latest publisher's prices have been charged."
 - (b) "The book (s) is/are not remainder(s).
 - (c) "The book (s) is/are short discount or no discount titles(s)."
 - (d) "Latest edition of the books have been supplied."
7. Damaged or defective copies shall not be accepted and shall be returned at the cost of the supplier.
8. In the case of multivolume publications, only complete sets are to be supplied and unless otherwise indicated. The book or multivolume book costing more than Rs. 50,000/- (Fifty Thousand Only) may not supply without confirmation from the University Librarian.
9. In the case of foreign publications, price(s) in the currency of the country of publication along with the price(s) in Indian currency and foreign exchange rates shall be clearly mentioned in the Invoice, along with proof.
10. R.B.I. Bank exchange rate (T.T. Selling) on the date of billing shall be applicable.
11. The lowest-priced/paperback/Indian edition should be supplied if such edition is available unless specified otherwise.
12. The country of origin/policy of the publishers shall decide the currency in which the prices will be charged.
13. Any discrepancy such as charging of higher price, the supply of old edition, the supply of foreign edition in place of the low cost/Indian edition, etc. detected at a later stage, shall be compensated by the supplier.
14. For books which you are unable to supply, we expect a reply from you within a week. If the books have to be imported, confirmation from the undersigned should be sought before supply.
15. The consignment shall be F.O.R to Dr. B. R. Ambedkar National Law University, Rajiv Gandhi Education City, Plot No. 5, Rai, Sonipat, Haryana 131001.



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16. Books supplied by V.P.P. without permission shall not be accepted.
17. The supplier shall supply the ordered books within one month from the date of order. In case the supply is likely to be delayed due to some reason such as procurement of books from abroad, the supplier shall inform the University Librarian/ his representative looking after the section accordingly, indicating the reason(s) for the delay and approximate time required for the supply, and obtain approval thereof.
18. The University Librarian maybe cancel/accept the order or take such other action as may be deemed proper by him in the interest of the University if the order is not executed within the specified period. Extra charges will not be given for the delivery of books.
19. In case of Short/No Discount, Publications may be accepted on Discount offered by the supplier, and 7% handling charges may be given. Books on which suppliers get 32% or less Discount for four years back publications and 27% or less discount for latest editions will be covered under this clause. The suppliers shall produce the Proof of Price paid and Discount earned in the form of publisher/distributor invoice.
20. Dispute, if any, shall be subject to the jurisdiction of the court at Sonipat/Delhi.

Sd/-
University Librarian