



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

**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, Sonapat, 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, Sonapat, 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.

**University Librarian**