

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR (HP)

LIBRARY BOOKS PURCHASE RULES

SHORT TITLES	
1.APPLICATION	<p>I. These rules shall be called National institute of Technology Hamirpur Library Books Purchase Rules.2006.</p> <p>II. These rules shall be applicable for all purchases of Books,Journals,VC's,CD's,VCD's,E-Journals,E-Books,E-Resources,Conferences/Seminars/Conventions Proceedings/ Reports ,Codes ,Standards ..</p> <p>III These rules shall be applicable from2006-07 session.</p>
2.DEFINATIONS	<p>I. "Institute" means National Institute of Technology Hamirpur.</p> <p>II. "Director" means Director of the Institute.</p> <p>III "Registrar" means the Registrar of the Institute.</p> <p>IV ."Librarian" means Librarian of the Institute.</p> <p>V. "Chairman Library Committee "means chairman of the Library committee of the .Institute.</p> <p>VI. "Faculty" means the Director ,Professors ,Assistant Professors ,Lectures ,Visiting Faculty of the Institute.</p> <p>VII."Staff"means the. Non teaching employees of the Institute.</p> <p>VIII "Library Staff "means the employees posted and working in the library of the Institute.</p> <p>IX. "Library means the central library of the Institute.</p> <p>X. " Departmental library" means the library of the concerned Department of the Institute.</p> <p>XI. "OI/C Department Library" means Faculty member looking after the library matters of concerned Department of the Institute.</p> <p>XII. "Acquisition Section " means the Books Procurement and Processing section of the Library.</p> <p>XII "Books" means ,the Printed Books, Journals, VC's,CD's,VCD's,E-Journals,E-Books,E-Resources,Conference/Seminars/Conventions Proceedings/Reports ,codes ,Standards.</p>

<p>3.SELECTION OF BOOKS</p>	<p>The books may be selected from any of the following methods.</p> <ul style="list-style-type: none"> I . Catalogues of Publishers ,Distributors and Books Suppliers. II . References in Books , Journals , Conference Proceedings. III. Publisher’s, Distributor’s, Books Seller’s Representatives visit to the Institute. IV. Books Display /Exhibition organized by library. .V. During visit of faculty members to other places/Institutes. VI. Books reviews published in Newspapers , Magazines ,Journals. VII . Internet sites of Publishers. VIII. Demand of students through concerned HOD. IX, Library catalogues/Internet sites of other Institutes. X. Information from authors of Books. XI. By constituting committee for on the spot purchase. <ul style="list-style-type: none"> a. To visit local/outside market. b. To visit Books Fairs/World Book Fairs. c. To visit Books Exhibitions organized by NPIU/other Institutes/Organizations.
<p>4.RECOMMENDATIONS OF BOOKS</p>	<p>A.SUBJECT BOOKS</p> <ul style="list-style-type: none"> I Faculty members of concerned Department. Will give the requirement on the PROFORMA(Annexure). II. The O I/C Department Library will coordinate requirements of books of the concerned Department. III. The HOD of the Concerned Department will give final recommendation . <p>B GENERAL& REFERENCE BOOKS</p> <ul style="list-style-type: none"> I.The requirement of General &Reference Books may be given by all faculty /Staff members of the Institute direct to the library. II.The Librarian will consolidate these requirements. and recommend for purchase. III.The Registrar may recommend for books suggested by the staff.

<p>5.POWERS OF APPROVAL OF BOOKS</p>	<p>The approval of Books in each case will be accorded by</p> <p>I For Books costing up to Rs 5000=by the librarian.</p> <p>II For Books costing more than Rs5000=and uptoRs15.000=by the Chairman Library Committee.</p> <p>III For books costing more than Rs15,000= by the Director.</p> <p>IV. In case purchase is. executed through the Spot Purchase Committee. The Chairman of the said Committee will accord the approval irrespective of the amount.</p>
<p>6.PLACING OF SUPPLY ORDERS</p>	<p>I.. The supply orders of all the approved books will be processed by the acquisition section of the library and will be signed by the Librarian.</p> <p>II In case of Spot Purchase the Librarian or his nominee (Not less than the rank of Assistant librarian) will sign the supply orders.</p> <p>III The supply order is required in case 5 III only, the supply order is not mandatory in case of 5 I & 5 II above.</p>
<p>7.MODES OF PROCUREMENT OF BOOKS</p>	<p>I.SUBJECT BOOKS(Text, Book Bank & Reference)</p> <p>The procurement of subject books for the concerned teaching Department will be processed by the respective HOD in consultation with OI/C Library ,Faculty and students of the Department .The HOD of concerned Department will procure the books by the following modes.</p> <p>a).By Spot Purchase Committee constituting the following members;</p> <p>i HOD or his nominee. : Chairman</p> <p>ii.. OI/C Department Library. : Member</p> <p>iii Librarian or his nominee : Member</p> <p>iv .Nominee of Accounts or Audit Section.: Member</p> <p>Note1 :Only the books available with Book Suppliers will be purchased by the committee.</p> <p>2. The Librarian’s nominee will not be less than the rank of Assistant. Librarians.</p> <p>b) The concerned HOD may send he requirement of books on Performa(Annexure)to the librarian .The library will process the same and will place the supply order.</p> <p>i For books costing up to Rs15,000/- the books can be purchased directly .</p> <p>ii For books costing more than Rs15,000/-the purchase will be executed by the three members Purchase Committee, constituting ,Chairman Library Committee, Librarian and OI/C Library of the concerned Department. After getting the approval of the purchase from the Director, the committee will decide</p>

	<p>the mode of procurement, rate of discount and name of supplier to whom the supply order is to be placed.</p> <p>c) For petty purchase of library books(not more than one copy of each title) which are urgently required and amounting to not more than Rs5000/-,the HOD can process the purchase in consultation with OI/C Department Library directly from the market at the rate of discount mentioned in rule no8,The same will also be applicable to the librarian.</p> <p>II . GENERAL &REFERENCE GENERAL BOOKS.</p> <p>The procurement of General &Reference Books for general studies will be handled by the librarian on the requirement received as per rule no 4(B). The Librarian will procure the books by the modes mentioned in rule no 7(I).</p>
<p>8.DISCOUNT</p>	<p>All books ordered by the library costing up to Rs15000/- in English ,Hindi ,and other regional languages ,whether of Indian origin i.e. Indian Publications or Foreign Publications (except in case of following special categories) will carry discount of minimum15 % of the published prices irrespective of Indian or converted in to Rupees prices in case of imported titles. For books costing more than Rs15,000=,the rate of discount will be decided by the purchase committee constituted as per rule no. 7.</p> <p>SPECIAL CATEGORIES (Irrespective of Price)</p> <ul style="list-style-type: none"> a) Central & state Govt. Publications-No Discount. b) Proceedings/Reports of Workshops, Seminars ,conferences ,Conventions ---No Discount. c) Journals,Magazines,Periodicals,Newspapers,E-Journals,E-Resources,EbooksV.C's,VCD's,CD's,DVD's etc-----No Discount. Note: However for a, b, c above more rate of discount offered by supplier may be accepted. d) Purchase by Spot Purchase Committee---Rate of Discount Negotiable. The Negotiated rate of Discount may vary from one Book Supplier to Other book Supplier depending upon the availability of books with Book Suppliers. e) Short/No Discount Titles procured from abroad against specific order or Indian Publications .The Importer or Library Supplier

	<p>is expected to work on a margin of 15% on net landed cost. The invoice is to be prepared on the following terms:</p> <p>Publishers Price minus(-)discount earned plus(+)15%handling charges plus(+)actual freight, clearance ,Bank and Postal charges .Documentary evidence to be submitted to the library on demand.</p>
9.CERTIFICATES	<p>The suppliers shall append the following declaration certificates on the bills.</p> <ol style="list-style-type: none"> a) Only latest editions have been supplied and these are not remainder titles. b) The current Publishers prices has been charged(The proof to be attached). c) PAN of the supplier must be provided on the bills. d) The Foreign Books supplied are not available in Indian/International/Cheaper editions. e) The Book Supplier has to undertake to take the books back at his own cost, if found damaged, ,Duplicate in the collection or if not required otherwise.
10.VALIDITY	<p>The Supply orders placed will be valid for 60 days .unless otherwise mutually agreed by the library and Book Supplier.</p>
11.CASH PAYMENT	<p>The cash payment can be made in following cases:</p> <ol style="list-style-type: none"> a)By Spot purchase Committee, the books can be purchased by making cash payments if Book Supplier do not agree to supply Books on bill basis. b)For petty purchase as mentioned in rule no.7 I c. c)During personal visits of faculty members /Librarian /Registrar to other places or institutes and they found some good .books with Book Supplier. <p>The books by cash payment are to be purchased at the discount rate mentioned in rule no.8.The Cash Memo along with Books is to be sent to library through concerned HOD for reimbursement.</p>
12 ADVANCE PAYMENT	<p>The advance payment may be made in following cases:</p> <ol style="list-style-type: none"> a)Subscriptions of Journals, Periodicals, Magazines, E-journals, E-Resources, E-Books, Government Publications, Proceedings/Reports of Conferences, Seminars, Workshops ,Conventions etc. b)In Case some Book Supplier demands and Book is urgently required, the advance payment may be made on

	getting approval from the Chairman library Committee/Director.
13.OTHER RULES	<p>The supply orders are to be placed to the Book Sellers who deals with books business.</p> <p>a) The books on approval may be finalized/returned with in 30 days or mutual arrangement with the library.</p> <p>b) The bill is to be raised by the Book Supplier at the Bank rates prevailing on the date of billing. The documentary proof is to be provided.</p> <p>c) The books not accepted by the library has to be collected by the Book Supplier at his own cost.</p>
14.JURISDICTION	In case of any dispute with the Book Suppliers ,the Jurisdiction will be District Courts Hamirpur/H.P. High Court.
15.INTERPERTATION OF RULES	The decision of the Director as to the interpretation of these rules will be final.