



UNIVERSITY OF JAMMU

Baba Saheb Ambedkar Road, Jammu Tawi (J&K)-180006 (INDIA)

C I R C U L A R

It is circulated for the information that the Competent Authority has approved the following **Terms and Conditions** for the supply of books for the financial year **2026-27** for strict adherence in the University of Jammu.

1. Supply of books (F.O.R. University of Jammu, Jammu / Departmental Libraries / Offsite Campuses will be made only by Registered Post / Courier or through messenger at the cost of Firm/Agency.
2. Books that are required to be purchased under any grant (Seed, Project etc.) should be purchased from the empanelled suppliers /vendors after the due recommendation of DAC/DPC.
3. Empanelled Vendors must provide a minimum of **20% discount and over & above** on all types of books excluding Govt./Society/Institutional publication for the current **financial year 2026-27**.
4. Local authors shall be exempted from the empanelment process and can submit their bills as per the Terms & Conditions of the University of Jammu.
5. All books supplied must be in sound physical condition and free from any defects or damage. Any damaged, defective, or substandard copies shall be rejected and returned, and the Firm/Agency shall replace such copies at its own cost and risk without any additional liability on the part of the University.
6. It is mandatory for all the departments to seek the estimates on discount from all the empaneled vendors prior to placing any supply order.
7. The vendor shall, within **07 days** of receipt of the supply order, confirm the availability of the ordered books and intimate any difficulty in procurement to the concerned authority. The complete supply of books shall be made within **30 days** from the date of the supply order, failing which the order shall be liable to cancellation without any further notice.
8. Only latest edition of the books are to be supplied except mentioned.
9. The following certificates/essential numbers shall be recorded on the bill: -
 - PAN/TAN Number of the Firm/Agency.
 - The approved discount shall be applied and distinctly reflected against each individual title in the bill/invoice.
10. Authentic publisher's price proof shall be furnished for all supplied books. For foreign publications and Indian books without a printed price, the supplier shall submit valid supporting documents from the publisher or other authorized source for verification of the quoted price.
11. In case of foreign publications, the original price in the foreign currency shall be mentioned in the bill along within the RBI rate of exchange as on the date of billing.

12. Only prices clearly printed on the books will be accepted; **tagged prices will be strictly rejected**. Where no printed price is present, submission of valid and verifiable price proof is compulsory.
13. The supplier shall undertake to refund the amount, if charged in excess than the actual price of the book.
14. The payment shall be released only after the receipt of books and their accessioning by Dhanvantri Library, University of Jammu.
15. Supplier shall furnish a Self-Declaration that the Firm has not been declared as defaulter by the University/Institution related to the procurement of Books/Journals Magazines etc.
16. Firm has to submit the bills in triplicate quoting supply order no. & Date.
17. **Before placing the order, discount rates over & above of 20% shall be obtained from empaneled vendors and comparative statement of the same shall be made, in case where multiple vendors offer the same discount rate, the committee of the respective department shall determine the vendor to be awarded the supply order. Based on the comparative statement, the supply order will be placed with the vendor according to the following order of priority:**
 - Vendor offering the maximum discount.
 - Vendor supplying the highest number of books as per the requisition list.
18. The bill is to be submitted in the Acquisition Section of Dhanvantri Library only after classification & creating the below mention numbers on LIBSYS-10 software by the department library professionals
 - Control Number
 - Approval Number
 - Order Number(Clearly mention) on each bill for further processing.
19. Library professionals working in the department libraries shall execute all terms & conditions before sending bills in the Dhanvantri library for final processing.
20. The Librarian, reserves the right to withdraw/cancel/reject/modify order without assigning any reasons
21. In case of any dispute, jurisdiction for legal proceedings shall be restricted only to the Court at Jammu, J&K UT.


REGISTRAR


No. Estab/26/ 5058-5158

Dated: 11-06-2026

Copy to:

1. Special Secretary to the VC, University of Jammu for the kind information of the worthy Vice-Chancellor please
2. Director, CD&OE/ CDC/ DLL/ DIQA/ Directorate of Sports & Phy. Education/ MMTTC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/ DSRS/ Centre for History of culture of Jammu & Ladakh Region/ SHTM/ ICCr & HRM/

School of Visual and Performing Arts, Design and Arch./ Centre for Women's Studies/ Centre for IT ES & ET.

3. Dean Student Welfare/ Planning/Provost Hostels (Boys/Girls)/ Dean Student Placement.
4. All Rectors/ Directors, Offsite Campus, University of Jammu
5. All Heads of the Teaching Department, University of Jammu
6. I/c Librarian/ GZSAC
7. I/c Director Computer Centre, University of Jammu
8. Programmer Coordinator, NSS, University of Jammu
9. Chief/Deputy Proctor, University of Jammu
10. Medical Officer, University Health Centre
11. All Wardens of University Hostels.
12. All Joint/ Deputy/ Assistant Registrars, University of Jammu
13. Executive Engineer, University Works Department
14. Manager, Guest House
15. President, JUTA/ JUOWA/ JUNTEU/ JUNGEU/
16. Chief Security Officer, University of Jammu
17. Sr P.A. to the Dean Academic Affairs/Dean Research Studies, University of Jammu.
18. Sr. P.A. to the Registrar/ Controller of Examination/ Finance Officer University of Jammu.
19. All Sections
20. Concerned
21. Guard File