



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)  
Re-accredited with 'A+' Grade by NAAC. Recognised by UGC Under Section 12 B  
Coimbatore – 641 043., Tamil Nadu, India

**Library**  
**Vendor Registration Form (Journals)**

| Sl. No. | Item  |
|---------|---|
| 1.      | Name of the Agent / Vendor<br>Complete Postal Address With Tel. No. / Fax / E – Mail  |
| 2.      | Annual Turn Over ( Last three years )<br>PAN NO. TIN NO. RTGS/ NEFT   |
| 3.      | Income Tax Return proof ( Latest three )  |
| 4.      | Name of Publishers, Whom you represent as ( Attach list )<br>i. Exclusive Agent<br>ii. Preferred Agent  |
| 5.      | Whether Affiliated by “ The Federation of Publishers & Booksellers<br>Associations in India   |
| 6.      | List of Five most Important Academic/ Research Libraries Who Are Your Customers ( Attach at least two letters from the Librarians regarding satisfactory supply ) |
| 7.      | How much time you will take in supply of journals to institute from date of publication   |
| 8.      | Certificate of successful execution of single order ( worth more than 10 lakh ) in respect of institutions where executed ( Attach copy of orders )               |
| 9.      | Name of preferred postal/ courier service for the supply of print journals  |
| 10.     | Library expects that all payment to the publisher would be done by electronic transfer at your own cost. Do you agree?  |
| 11.     | Discount in % offered over published price and any other notable service offered by your firm ( without affecting service quality )                               |

**Declarations:**

- I/We ..... ( Name of the partners/ proprietors ) do hereby declare that the entries made in this application form are true to the best of my /our knowledge and that I/We shall be bound by the acts of the duly constituted authority.
- Mr. .... Designation .....  
Whose Signatures are given below is an authorized representative of the firm.
- I/We also undertake the responsibility to communicate all subsequent changes in the constitution of Working of the firms, affecting the accuracy of the facts stated above.
- I/We also agree to the terms and conditions (Annexure-1) for supply of the journal to Avinashilingam University Library, Coimbatore.

Place:

Authorized Signatory

Date:

Firms' Seal

## LIBRARY

### GENERAL TERMS AND CONDITIONS FOR JOURNALS

1. Timely supply of issues of journals
2. In order to avoid loss of transit the library shall prefer to receive all journals by speed post / courier.
3. The subscription agent shall supply the journal issues addressed to **“The University Librarian, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-641043”**
4. The subscription agent may offer any discounts/ concessions applicable to academic institution wherever possible
5. The agent should submit the bill in triplicate in the name of The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-641043
6. No postage, handling and service charges will be paid to the agents
7. All the complaints should be attended within the reasonable time
8. The agent will remit the full subscription to the publisher on behalf of the Avinashilingam University, Coimbatore before submitting bills of journals for advance payment and will submit documentary evidence for such remittance and supply orders
9. Full advance payment shall be made against all the bills of journals, bills should accompany the price-proof of journals
10. University will release advance payment only after the receipt of **Bank Guarantee drawn from a Nationalized Bank for 10%** of the subscription value as security deposit. This deposit may be released after completion of supply of journal issues and after adjusting the dues , if any
11. Supplementary bills shall not be submitted, except when subscription rate is changed by the publisher and revised rate is paid by the supplier. Such a revised rate shall be paid by the University on production of documentary evidence.

12. Conversion rate of RBI / Nationalised bank as on date of subscription are applicable for all payments
13. The payment is made through the form of Draft / Cheque / Wire Transfer
14. The payment acknowledgement should be submitted to the librarian within 30 days from the date of receipt of advance payment from the university
15. If there is any discrepancy or inability to process our orders on time, the same should be intimated immediately to the Univeristy.
16. The period of subscription is for one calendar year January to December for all the journals. Supplementary volumes if any published during the year may also be supplied
17. All journals/issues should normally be supplied within **one month from the due date of publication.** Whenever the journals are not received by the University even after one month from the actual date of publication, the agency should indicate the reasons for delay, with proof of actual date of publication intimate along with the reply.
18. Claims for missing issues of journals shall be made within 90 days of the publication of issue, if it is supplied directly by the publisher. In case of delivery by subscription agent the supply will be reviewed every quarter by the Library and agent.
19. The agency will be given 18 months time in total, starting from the commencement of subscription, to settle all the missing issues and gaps in supply. If the Journals/issues, subscribed but not received within the stipulated time mentioned, appropriate/proportionate cost should be refunded to the University by the subscription agency, irrespective of the refund by the concerned publishers.
20. In the event of loss of any issues of the Journals which occurs during the transit, postage, courier, etc. for any other reason whatsoever, the Supplier shall replace all such copies as may have been lost in transit, etc. to the University without any extra charges.
21. If the publication of the Journal is behind the schedule, the same should be informed accordingly along with the expected date of availability.

22. The Subscription Agent(s) should ask the publisher of the journal to provide the online access of the journals which are subscribed in print with online by the university or are free with print subscription.
23. For on-line access of the journals (free on-line is available along with subscription of print), the agent will have to provide the technical support. The access to be provided by IP authentication . IP range will be provided at the time of placing the order
24. If the Supplier receives any supplements including Soft Copies, CDs and gifts offered by the respective publishers along with any particular journals, these are to be treated as part and parcel of subscription and the same should be sent to the University.
25. Every month the agent will submit a status report giving the details of the journals supplied during the month along with action taken on the pending supplies.
26. Every three months reconciliation of supply shall be made by the library and the agent
27. In the case of any dispute or misunderstanding arising out of this agreement, the decision of the Vice Chancellor of the University shall be the final and binding to the suppliers including fixing of penalty for any violation of this agreement
28. The Subscription Agent(s) would send a signed agreement on a non-judicial stamp paper of Rs 100/- mentioning all the above terms and conditions in it.
29. The agent shall sign the terms and condition of subscription to journals if it is acceptable to him. Any other conditions imposed by the agency on its own after the agreement will not be valid.

Place :

Date :

Signature of the subscription agent with seal