



## BURDWAN RAJ COLLEGE LIBRARY

### **Standard Operating Procedure (SOP) for Print Book procurement and Utilization of Concern Grant**

**Meeting** of the Library Committee, **Venue** – Principal’s Chamber, 06.02.2024, 23.02.2024 & 30.07.2024 12.00 Noon and updated on the basis of the meeting dated 06.02.2024, 23.02.2024 & 30.07.2024.

The basic objective of formulating the Standard Operating Procedure (SOP) for procurement of Print Books is to maintain uniformity as well as streamlining the procurement procedure of books for Burdwan Raj College Library as well as mapping the proper utilization of the fund under ‘Books & Journals’. Burdwan Raj College Library has no SOP for procurement of Books. The basic proposal has been designed by the library. Now, the draft SOP has been placed before this Library Committee to consider and recommend with fine tuning, if any.

1. After receiving the Book Grant from the college authority, the fund will be utilised for purchasing books and Journals.
2. **Mode of Allocation or Plan of Utilization of the Books and Journal Grant:**  
Out of the grant, an amount is proposed to be allocated for a) Print Books and subscription of print journals. Amount 15% of the Books and Journals Grant is to be allocated utilized **[as per guidelines for development grant to Colleges during the twelfth plan (2012-2017) of UGC]** for providing stacking facilities including furniture and equipment.
3. Then, the recommendation of the “Library Committee for the Systematic Allocation of Library Book Grant” is to be placed before the **Governing Body** with the resolution of the library committee and seeking approval for procurement of books.
4. **Discount rate:** All the enlisted Book publishers and suppliers have to offer minimum 20% discount rate (i.e. Burdwan Raj College Library will accept 20% or more as discount) on printed price for the interest of the Burdwan Raj College. However, there will be 15% discount for publications by Government and any Institutes. **(As per Order of Higher Education Department, Govt. of West Bengal, Order No. is 862-Edn(U)/HED-12011(20)/6/2019-UNV SEC-Dept. of HE)**
5. Book procurement process: Book procurement process includes different steps as mentioned below:
  - i. Book Selection
  - ii. Ordering
  - iii. Book receiving with Bill(s) and other relevant documents
  - iv. Physical verification of books
  - v. Checking of bill and other relevant documents
  - vi. Accessioning of book in the Accession Register of the library and proper stamping in the book
  - vii. Noting of Accession number in the respective bill
  - viii. Signature by the dealing/ technical staff of the Library
  - ix. ‘Checked & Verified’ by the Librarian
  - x. Finally, submission of bill for payment and utilization of the grant.

### **i. Book Selection**

- ❖ Notification will be issued to all HODs through e-mail/WhatsApp, Faculty Members for recommending the list of books based in compliance of the grant allocated and in order of preference and send the list to the concerned HOD, who is supposed to send the departmental list to the Library. A Book Requisition **Proforma is attached herewith (Annexure – I)**. After getting the list, library will place order in the order of preference of the list.
- ❖ Students may submit their requisitions to the Head of the Department to include the same in the recommendation list. Also, Students have the provision to submit the book requisition directly to the Librarian through proper channel i.e. Through HOD for UG/PG students to ensure quality and needful library collections. A Book Requisition **Proforma is attached herewith (Annexure – II)**.
- ❖ For books on generic, Text book on Library and Information Science & Tools for book processing, Career related books, Reference books, Librarian is authorized to select and procure.

### **ii. Ordering**

- ❖ Based on the “book requisition list” of the respective departments, copy of order is to be prepared by the library.
- ❖ According to the allotted fund and the book requisition list of departments, Principal may issue the order in the prescribed format (**Annexure – III**).
- ❖ Book Supply Order is to be given only to the enlisted Suppliers of the Burdwan Raj College Library only and order will be distributed among the enlisted vendors with an intention to cover the vendor as much as possible based on their service and supply performance. It is preferred to avoid placing order to any particular supplier or any non-listed vendor.
- ❖ Book Supply Order may also be given to the non-enlisted Vendor, if willing to follow the Terms & Conditions as imposed on the enlisted Vendors.
- ❖ If any vendor (s) or supplier (s) violate the “Terms & Conditions” College / Library will black listed the respective vendor (s) or supplier (s) for at least five (5) Years.
- ❖ Preparation of panel of enlisted Vendors by the Burdwan Raj College Library:
  - Burdwan Raj College Library seeking application from the willing Vendors (Book Sellers as well as Book Publishers) along with the Terms and Conditions of Book supply (**Annexure – IV**) at Burdwan Raj College Library. Librarian may impose any terms and conditions based on grounds reality and for the interest of Burdwan Raj College Library which may not include in the present T&C and enlisted vendors are bind to adhere.
  - Then the Library selects and prepares the list of enlisted vendors on the basis of the acceptance of Terms & Conditions as laid down by Burdwan Raj College Library.
  - Period of Enlistment of Book Supply will be for four years and process of renewal will be done every after four year with modified Terms and Conditions.

### **iii. Book receiving with Bill(s) and other relevant documents**

- ❖ Ordered book should not be received, if
  - ✓ The last date of bill submission is over.

- ✓ The supplier overruled the Terms & Conditions mentioned in the order form.
- ✓ There is any lack of documents to be supplemented with the bill.

**iv. Physical verification of books**

- ❖ The book will not be processed if the book is in poor condition (appearance, damage in transit); and flick through to check whether a gathering is missing, pages are missing, or pages are blank or printed upside down or second hand.
- ❖ To be confirmed whether ordered book has been supplied by the Vendor.
- ❖ If any dispute found (even after processing of the book by the library), then the concern vendor is liable to change the book.
- ❖ If any manipulation found on the printed price of the book, then the concern vendor is liable to change the book.

**v. Checking of bill(s) and other relevant documents**

- ❖ Only printed price must be considered in the bill, if the printed price is available on the book.
- ❖ The sticker price, hand written price (except printed price) will not be considered in the bill
- ❖ In case of foreign title, Indian title or Indian edition of foreign title where the price is not available in printed form, signed invoice price proof is mandatory along with Publisher's Online Price Proof from Publisher's website (not publisher's printed catalogue).
- ❖ In case of multiple foreign currencies printed on a book, Burdwan Raj College Library will take/accept the lowest price in Indian currency after conversion.
- ❖ Invoice Price Proof provider should be a Members of FPBAI (Signed membership certificate to be attached)
- ❖ Foreign currency should be converted as per RBI / SBI Conversion rate on the date of order of title issued to the Vendor (i.e. Order date of Burdwan Raj College Library)
- ❖ Discount Rate, Sub-total and grand total of the bill are to be checked before submission.

**Relevant documents are to be provided by the Vendor:**

- a) Original Challan – 3 copies
- b) Original Bill – 3 copies
- c) Foreign currency conversion rate Certificate – 1 copy (To be attested by the Vendor). Library will accept only RBI (SBI) conversion rate.
- d) Book Supply Order issued to vendor – 1 copy
- e) Invoice Price Proof, if printed price is not available on the book– 1 copy (To be Attested by the Vendor)
- f) Publisher's Online Price Proof from Publisher's website (not publisher's printed catalogue) for each title, if printed price is not available on the book (To be Attested by Vendor)
- g) **FPBAI** (Federation of Publishers' and Booksellers' Associations in India) Membership Certificate of “**Invoice Price Proof Provider**” – 1 copy (To be Self-attested by the Member)
- h) Bank details if not printed on the bill – 1 copy (To be Self-attested)

- vi. **Accessioning of book in the Accession Register of the library and proper stamping in the book**
- ❖ Accessioning and proper stamping of the book may be performed only on being satisfied after verification of the book, bill and other relevant documents supplied by the Vendor.
  - ❖ The Accession Number must be noted at least on the title page of the book and also on the secrete page of the book as selected by the library.
- vii. **Noting of Accession number in the respective bill**
- ❖ Accession Number of each volume/ title is to be noted on the respective bill.
- viii. **Signature by the dealing / technical staff of the Library**
- ❖ The dealing / technical staff sign on the bills and other documents for necessary 'checking & verification' the book, bill and other relevant documents and finally to sign as 'checked and verified'.
- ix. **'Checked & Verified' by the Librarian**
- ❖ All documents including bill should also be checked and verified by the librarian and the Librarian should sign only after satisfaction with the all documents.
  - ❖ The Original Bill (One copy) along with Book Supply Order issued to Vendor (One copy) should be forwarded by the Librarian after duly signed by him to the Accounts Section, Burdwan Raj College for making payment.
- x. **Submission of utilization of the grant**
- ❖ Finally, The Librarian should submit a Utilization Certificate of total fund to the Principal, Burdwan Raj College.
6. a) For experiment, during a bulk purchase a list of titles to be procured will be sent to the enlisted publisher/book seller through mail to seek the highest rate of discount (more than or equal 20%)
- b) In case of multiple foreign currencies printed on a book, Burdwan Raj College Library will take/accept the lowest price in Indian currency after conversion.



**BURDWAN RAJ COLLEGE LIBRARY**

To  
The Librarian  
Burdwan Raj College Library

Dear Sir,  
The following book(s) may kindly be procured for our department as recommended by the members of the faculty by utilizing the fund allotted on Burdwan Raj College Library Committee meeting on. ....

**General Information:**

1. Name of the Department:.....
2. Name of the HOD:.....
3. Contact Number of HOD:.....
4. E-mail of HOD:.....

You are requested to purchase the books list in the enclosed format and make them available in the Stack/Reading Room of Central Library for the use of the users

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Signature of the HOD  
*(With seal and Date)*



## Burdwan Raj College Library

BOOK REQUISITION FORM (*To be filled in block letter*)

GENERAL/TEXT-BOOK/REFERENCE/OTHERS (*To be marked by the requisitioner*)

**Submit both Hard & Soft Copy to the Library ([library@burdwanrajcollege.ac.in](mailto:library@burdwanrajcollege.ac.in))**

**DEPARTMENT:**

**Date:**

Sl. No	Give all names of the Author/Editor/Series Editor	Title, Subtitle, Part/Volume/Series (Series name, No.)	ISBN	Edition No. & (Edition / Reprint year)	Publisher & Place of Publication	Price (Currency as per book catalogue/ price proof)	No. of Copy/ Copies required	Total Price
1								
2								
3								
4								
5								

Signature of the H.O.D.  
with seal

Checked & verified by  
Library Assistant

Librarian  
Burdwan Raj College



## BURDWAN RAJ COLLEGE LIBRARY

### Book requisition Form for Students

Session -

To  
The Librarian  
Burdwan Raj College Library

General Information

Name of the

Candidate: \_\_\_\_\_

Course (Please put tick mark on right one): UG / PG-BENGALI; Semester .....

Subject: \_\_\_\_\_

Library Card No. \_\_\_\_\_

Contact No. \_\_\_\_\_

#### A. Information about the Book

Sl. No.	Title (Name of the Book)	Author(s)/Editors	Publisher	Year of Publication*	Price*	Where to be kept**
1						
2						
3						
4						
5						

\* Please provide, if known. \*\* Choice any one option: Reading Room / Stack Room

\_\_\_\_\_  
(Signature of the Candidate with date)

#### B. Comments of the Head of the Department

The above-mentioned title(s) will be helpful for course curriculum of the Department.

\_\_\_\_\_  
Signature of the Head of the Dept.  
(with Date and Seal)

# Burdwan Raj College

(Established 1881 \* NAAC Accredited B++)

Aftab House \* Burdwan- 713104 \* West Bengal

(A Constituent College Affiliated to the University of Burdwan & West Bengal Government Sponsored)

Memo/Order No.

**PURCHASE ORDER**

Date –

To

The.....

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.....

Dear vendor,

You are requested to supply the following list of books / list of books as enclosed with our T&C and as you have accepted during enlistment;

Sl.No.	Author (s)	Title, Year of Pub, Edition	Publisher	Unit Price	Copy (ies)
1.					
2.					
3.					
4.					

## **Major Terms and Conditions:**

- This order cancels all previous orders for these titles.
- Titles should be supplied within three months, in case of late supply please report and obtain our confirmation.
- Condition of paper, form, binding, etc. must be checked up and supply fresh copies only.
- Supply latest edition of titles along with a challan copy.
- Please send three copies of the bill by quoting our order number.
- Foreign titles are to be separated from Indian titles in case of billing.
- Include price proof documents along with the bill (It is mandatory for foreign titles and also for Indian titles/ Indian editions of foreign titles where price is not in printed form, Price proof should contain signature and seal of the supplier).
- Mention conversion rate for each foreign currency and charge it as per RBI Terms & Condition (i.e. procurement date)
- Less 20% discount as per Terms & Conditions
- Bill should be certified as instructed in GOC Terms & Conditions by quoting your PAN and GST No.
- Please include a copy of invoice in parcel.
- Please quote our order number on the label of the parcel and in your invoice, else parcels are liable to be refused.

**Note: Please quote our ORDER NUMBER on the label of the parcel and in your invoice otherwise parcels are liable to be refused.**





**BURDWAN RAJ COLLEGE LIBRARY**

Memo No.

Date:

**Notice**

To

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Dear Supplier/Publisher,

We request you to kindly note the following instructions and hope that you will find out TERMS & CONDITIONS for supplying books quite agreeable.

**TERMS & CONDITIONS FOR SUPPLY OF BOOKS**

1. These instructions are to be followed for the financial years' 2024-2028.
2. Books will be received against the order of the Principal only.
3. Titles should be supplied within two months. In case of late supply, please report and obtain our confirmation. Titles may also to be supplied as the date specified by the Library.
4. Condition of paper, form, binding etc. must be checked up and supply fresh copies only.
5. Foreign titles to be separated from Indian titles in case of billing.
6. It is mandatory to produce price proof documents (Publisher's/Importer's/Distributors' invoice and publisher's catalogue) along with bills for foreign titles. Price proof is also required for Indian edition of foreign titles and Indian publications where price is not available in printed form. Price proof should contain signature and seal of the supplier.
7. Mention conversion rate for each foreign currency and charge it as per RBI (SBI) conversion rate on the date of order issued to the Vendor (i.e., Order date of Burdwan Raj College) by Burdwan Raj College.
8. Books procured by the vendor(s), where necessary evidence for date of purchase of book(s) need to be submitted with the bill for transparency and clear understanding.
9. Discount rate: Book publishers and suppliers have to offer 20% discount (15% discount for publications by Government and any Institutes) on printed price of the book(s) for the interest of the Burdwan Raj College. However, there will be no discount for Publications by Government and any Institutes as per the Goods Offices Committee (GOC).
10. Bill should be certified as instructed in GOC by quoting the PAN and GSTN.
11. One copy of invoice should be included in parcel and quote our ORDER NO on the label of the parcel and invoice no. Otherwise parcels are liable to be refused.
12. No delivery charge will be provided by the library for supply of any book(s).
13. If any document is found to be unsatisfactory, payment will be made after deleting that particular item on the invoice/bill or payment of the entire bill will be withheld by the library till the deficiency is rectified. For this reason, supplier/publisher are advised to make contact with the Librarian.

14. Supply latest edition of titles along with a challan copy and three copies of the bill by quoting our order. Please do not forget to note the bank details (Name of the account holder, Name of the Bank and Branch, Account Number, Type of the Account, IFSC of the Branch,) along with the PAN, GSTN, etc.
15. Regular communication (through mail / cell phone) with the Librarian.
16. Enlisted supplier(s)/publisher(s) are expected to maintain close contact with the Librarian throughout the year and will take active role to supply any single book ordered by the library. Frequent physical visit will also ensure to place order on any sudden requirements and it is expected that vendors will pay enough attention to find out the book(s) from the state and national book market. It is not welcome to visit library for bulk-order.
17. In case of supply books against “Confirm Order’ supplier(s)/publisher(s) are requested to strictly follow the guidelines and others conditions as stated in the order copy. In case submitting “inspection challans’ to the Library and ‘Bills’ to the Library.

<b>Format for ‘Bills’ to be submitted to the Burdwan Raj College Library</b>											
Sl	Title	Author	Publisher	ISBN	No of Volumes	No of Copies	Original Price	Conv Rate	INR Price	Discount	Net Price

*\*The Conversion Rate should be as per RBI (SBI) and may vary in case of challan date and order date. Finally, the Conversion Rate should be calculated on the date of Book(s) procured by the vendor. Vendors are accountable to submit necessary evidence of procurement.*

18. Suppliers(s)/ Publisher(s) are requested to submit the supportive documents relating to the credential of firm e.g. of the trade license, PAN No., GSTN, Income Tax Return (last three years), list of institutions where supplying books, and other documents in support of vendor ship, which will enable to enlist the name of the concern supplier/publisher name in the Burdwan Raj College Library. Give contact person name, communication address, mobile no and e-mail id.

Hope, you will agree/accept the above terms & conditions regarding supply of books at Burdwan Raj College Library. Book purchase procedure will be processed further on receiving your confirmation along with the signed copy of the Terms and Conditions as noted.

After receiving response from the vendor side, library authority will scrutinize the application along with the documents submitted. On satisfaction, the name of the concern supplier/publisher will be accepted with a confirmation mail and uploaded in our Burdwan Raj College Website under the caption ‘Enlisted Book Supplier’.

For any doubt and query don’t forget to contact with the Librarian, [library@burdwanrajcollege.ac.in](mailto:library@burdwanrajcollege.ac.in)

Thanking you.

By Order  
Principal  
Burdwan Raj College Library