

## GOOD OFFICES COMMITTEE™

The Federation of Publishers' & Booksellers' Associations in India  
84, Second Floor, Darya Ganj, New Delhi - 110002

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Website: <http://www.fpbai.org>

### TERMS OF SUPPLIES TO BOOKSELLERS, LIBRARIES AND INSTITUTIONS AS DECIDED IN MEETING NO. 198/2016 (Effective 1st October, 2016)

#### CONVERSION RATES FOR BOOKS AND JOURNALS:

Conversion rates effective 1st October, 2016 (new rates marked with asterisk) :

1. Australian Dollar	@ ₹ 53.60*	6. Swedish Kroner	@ ₹ 8.20*
2. British Pound Sterling	@ ₹ 92.80	7. Swiss Frank	@ ₹ 72.60*
3. Canadian Dollar	@ ₹ 54.00*	8. U.S.Dollar	@ ₹ 70.40*
4. Japanese Yen Per 100	@ ₹ 69.40*	9. Euro	@ ₹ 79.20*
5. Singapore Dollar	@ ₹ 51.90	10. Taka Per 100	@ ₹ 95.00

(Bangladesh currency)

#### Notes:

(1) Fixed Conversion Rates between the Euro, and Deutsche Mark, French Frank, Italian Lira, and Dutch Guilder (furnished by Nationalised Bank) are as under:

1 EUR	= 1.95583	DEM	(GERMANY)
	= 6.55957	FRF	(FRANCE)
	= 1936.27	ITL	(ITALY)
	= 2.20371	NLG	(NETHERLANDS)

(2) Fixed Conversion Rates between the Euro and Danish Kroner and Norwegian Kroner for all transactions:

1 EUR	= 8.48	DKR	(DENMARK)
	= 8.87	NKR	(NORWAY)

(3) Fixed Conversion Rates between the US \$ and Hong Kong Dollar for all transactions:

1 US \$	= 7.79	HKD	(HONGKONG)
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#### TERMS OF SUPPLY: BOOKS

- (i) In order to bring about a uniformity of GOC recommended conversion rates, library discount and standardization in the terms of supply, the Librarians are advised to deal only with the members of State and national level book trade associations and federations.
- (ii) Books on approval should be finalized / returned within 30 days. The payment for the books approved should be made within 60 days of the receipt of the bill. **The bill is to be raised by the supplier at the conversion rate prevailing on the date when the books are finally invoiced against order or procured from abroad.**
- (iii) Payment of outstation suppliers should preferably be made through bank drafts, after deducting bank charges. Moreover, the supply of books/journals is strictly subject to the payment made to the supplier by the customer after getting the material within 90 days from the date of receipt. Whereas, in the absence of payment made within 90 days, the supplier shall have the right to charge interest as per the prevalent bank rates from the customer on the outstanding net amount. Whereas, the interest amount shall have to be paid by the customer to the supplier alongwith the principal amount to be paid to the supplier.
- (iv) **The Supplier shall append the following declaration on the bills :-**
  - (a) Only latest editions have been supplied and these are not remainder titles.
  - (b) Income Tax Permanent Account No. (PAN) of the supplier must be provided.
  - (c) The prices have been correctly charged in accordance with the Publisher's/Importer's/Distributors' Invoices and Publishers' catalogues.
  - (d) As far as the price verification of books is concern it should be "only from the publishers catalogue", "original invoice of the publishers" or "publisher site". **Price verification should not be done from the supplier site.**
  - (v) The order placed by the libraries will be usually valid for six months unless otherwise mutually agreed upon by the librarian and the supplier.

### DISCOUNT

- (vi) All books in English, Hindi and other Regional languages, whether of Indian origin with the exception of those covered by the following special categories, will carry a uniform discount of 10% of the published prices in respect of Indian or converted into Rupee prices in the case of imported titles.

### SPECIAL CATEGORIES

- (vii) Central and State Government publications - No discount.
- (viii) Short/No discount titles procured from abroad against specific order or Indian Publications. The importer or the library supplier is expected to work on a margin of 15% on net landed cost. The invoice is to be prepared on the following terms:
- Published price minus (-) discount earned plus (+) 15% handling charges plus (+) actual freight, clearance, bank and postal charges. Documentary evidence to be submitted by the supplier to the library on demand.

**Procurement of books, publications, periodicals etc for a library does not require a tender to be called as per Chapter 6 (Procurement of goods and services) Rule 136 (Definition of Goods) of the General Financial Rules 2005 of the Government of India. This rule clearly excludes books, publications, periodicals etc for a library from the category of "goods".**

### Terms of supply for print journals and e-resources by approved Indian vendors of GOC

- 1) No discount on publishers' prices fixed for Indian subscribers.
- 2) Conversion rates as per latest GOC circular prevailing on the date of billing only.
- 3) Bills to remain valid for 30 days from the date of bill. Supplementary bills shall be raised in case there is any difference in the price as charged by the Publishers or if there is a delay in payment beyond the period as recommended above.
- 4) Full advance payment to be made against all journal bills.
- 5) Claims for missing issues of journals to be made within 90 days of the publication of the issue in case it is supplied directly by the publisher to the end user. In case of claims beyond 90 days of publication, if rejected by the publisher, the agent will not be held responsible for refund. No penal interest is payable on stray missing issues. In case of delivery from the agent, the supply will be reviewed every quarter between the Library and the agent. All legitimate claims from customers to be settled by the vendors within one and half years from the date of receipt of payment. However, this would not include titles which are published behind schedule.
- 6) The customer should not insist on acknowledgements for receipt of payment from the Publishers when orders are routed through approved vendors of GOC. Most publishers do not have a system of sending such acknowledgements.
- 7) All subscriptions are subject to full advance payment only. No monthly, quarterly or half yearly payments will be accepted by the approved vendors from the Institutes.
- 8) All Institutional customers are advised to route their requirements through the approved vendors of GOC and not directly through foreign publishers.
- 9) In case of any grievance regarding subscription orders placed through a GOC approved agent, institutions and customers are free to bring forth their complaint directly to the GOC for amicable settlement.

### CONSTITUTION AND FUNCTIONS OF THE GOOD OFFICES COMMITTEE MEMBERS

- 1) Assam Publishers Association, Guwahati
- 2) Bangalore Booksellers & Publishers Association, Bangalore
- 3) Bombay Booksellers & Publishers Association, Mumbai
- 4) Delhi State Booksellers & Publishers Association, New Delhi
- 5) Federation of Educational Publishers in India
- 6) Federation of Indian Publishers
- 7) Federation of Publishers' & Booksellers' Associations in India
- 8) Lanka Booksellers Welfare Society, Varanasi
- 9) Publishers & Booksellers Association of Bengal, Calcutta
- 10) Publishers & Booksellers Guild, Kolkata
- 11) Rajasthan Publishers & Booksellers Association, Jaipur
- 12) The Booksellers & Publishers Association of South India, Chennai
- 13) Booksellers and Publishers Association, Hyderabad



**S.C. Sethi**  
Chairman



**J.L. Kumar**  
Secretary

**APPROVED SUPPLIERS OF BOOKS** to Libraries and Institutions, please see latest Directory of Members of FPBAI, or Members list on our website: [www.fpbai.org](http://www.fpbai.org)

### FUNCTIONS

The Good Office Committee is a voluntary organization formed to: (i) establish uniform terms for supply of books and journals to libraries, (ii) to ensure a fair working margin to booksellers and (iii) to provide an efficient service to the libraries. The Committee meets at regular intervals and, after taking into consideration the fluctuations in the currency rates, decides on the rates of conversion governing sale of books and periodicals. These rates are widely circulated amongst the libraries all over India either directly or through booksellers.

**THE MINISTRY OF FINANCE VIDE THEIR O.M. NO. F. 23(7). EII (A)/83 DATED 7.2.1984 MADE CHANGES IN THE GENERAL FINANCIAL RULES WHICH DISPENSE WITH THE NECESSITY OF CALLING FOR TENDERS OR QUOTATIONS IN RESPECT OF PURCHASE OF BOOKS, PERIODICALS, ETC.**

Copy of O.M. No. F23 (7) E. 11 (A)/83 New Delhi dated the 7.2.1984/18 Magh 1905 (Saka) of Government of India, Ministry of Finance (Department of Expenditure), addressed to all the Ministries/Departments of the Government of India and copies endorsed to Comptroller and Auditor General of India and the Union Public Service Commission and others.

**Subject :** Amendment to rules 99 and 116 of the General Financial Rules, 1963 (Third edition) exclusion of books, publications and periodicals, etc. from the definition of "Stores"

Attention of all the Ministries/Departments of the Government of India is invited to rules 99 and 116 contained in Chapter 8 dealing with the "Stores" in the General Financial Rules, 1963. The President has been pleased to decide that hereafter the books, publications, periodicals, etc. of a library will not be treated as an item of "Stores" as defined in the "Note" below Rule 99 of the General Financial Rules, 1963. Accordingly the provisions of the said "Note" and the Government of India's decision(I) below Rule 116 of the General Financial Rules 1963, (Third Edition) have been amended as per amendment enclosed.\* This issues with the approval of the Comptroller and Auditor General of India and the Department of Supply.

Sd/-

(K.L. Mehta)

Under Secretary to the Government of India

\*relevant extract reproduced below

### GOVERNMENT OF INDIA'S DECISION (AS AMENDED)

Librarians may purchase books, etc., from the reputed and standard booksellers on the prevalent terms and conditions. Tenders need not be called for this purpose.

## APPROVED SUPPLIERS OF JOURNALS/SUBSCRIPTION AGENTS

Please see the list below: (Valid up to 31st March, 2017)

- 1 A & A Periodical Subscription Agency (P) Ltd.  
24-B/5, Desh Bandhu Gupta Road  
Dev Nagar, New Delhi 110005
- 2 A.K. Books & Periodicals  
C-7, Ajay Enclave Extension  
New Delhi - 110018
- 3 Ahuja Subscription Agency  
4348 /4C, Ansari Road, Daryaganj  
New Delhi - 110002
- 4 Alliance Books Suppliers Pvt. Ltd.  
G-1388, Basement, Chittaranjan Park,  
Near Chandernagore Cinema, New Delhi-110019,
- 5 Allied Publishers Subscription Agency  
1/13-14, Asaf Ali Road  
New Delhi - 110002
- 6 Apex Subscription (P) Ltd.  
G-116, Shagun Arcade  
Gen. A.K. Vaidya Marg  
Dindoshi, Malad(East)  
Mumbai - 400097
- 7 Arvind Prakashan  
15-16, Durga Nursery Road  
Ashok Nagar main Road,  
Opposite Tribal Research Institute,  
Udaipur -313001 (Rajasthan)
- 8 Asian Books Pvt. Ltd.  
7/28, Vardaan House, Mahavir Lane,  
1st Floor Ansari Road, Daryaganj,  
New Delhi - 110002
- 9 Athenaeum Solutions Private Limited  
75/101, A Wing, Humlog CHS, Tilak Nagar  
Chembur Mumbai- 400089
- 10 Atlantic Publishers & Distributors (P) Ltd.  
7/22, Ansari Road, Daryaganj  
New Delhi- 110002
- 11 Aura Impex  
11rd Floor, 16, Durga Nursery Road  
Ashok Nagar Main Road  
Udaipur - 313001 (Rajasthan)
- 12 B. Bros. & Co.  
13A, Nirmal Chandra Street  
1st Floor, Post Box No. 7866  
Bowbazar P.O., Kolkata - 700012
- 13 Balani Infotech (P) Ltd.  
B-116, Sector 67, Distt. Gautam Budh Nagar  
Noida-201301 (UP)
- 14 Bhaisaiya Books & Periodicals  
A-463, Shastri Nagar  
Delhi - 110052
- 15 Bharat Book Bureau  
810, Real Tech Park, 8th Floor  
Plot No. 39/2, Sector 30A, Vashi  
(Opp. Vashi Railway Station)  
Navi Mumbai - 400703
- 16 Bibliomatics  
Post Box No. 177, Main Road  
Manipal-576104 (Karnataka)
- 17 C.B.S. Publishers & Distributors Pvt. Ltd.  
4819/XI, 24 Prahlad Street  
Ansari Road, Daryaganj  
New Delhi - 110002
- 18 Central News Agency Pvt. Ltd.  
P-23, Connaught Circus  
New Delhi - 110001
- 19 Consortium Books  
19B/13, Elgin Road, 1st Floor  
Civil Lines, Allahabad-211001
- 20 Creative Books & Periodicals (P) Ltd.  
6, Halima Building, 7 Nanabhai Lane  
Mumbai - 400001
- 21 D.S. Information Services Pvt. Ltd.  
Flat No.301, 3rd Floor,  
Ratandeep Apartment, Phase II,  
127/292 U Block  
Nirala Nagar, Kanpur- 208014
- 22 D.S. Subscription Agency  
202, N.P.A. Arcade, 2nd Floor,  
M.G. Road, Civil Lines,  
Allahabad-211001
- 23 Doctor's Library (India) Pvt. Ltd.  
101 Jahangir Mansion  
Behind Metro Adlabs Cinema Road  
Mumbai - 400020
- 24 Global Information System Technology Pvt. Ltd.  
877, Phase V, Udyog Vihar  
Gurgaon - 1220 16
- 25 Global Periodicals and Book Agency  
16B/262, Vrindavan Yojna  
Avas Vikas Parishad  
Near SGP GIMS Trauma Centre  
Raibareilly Road, Lucknow - 226014 (U.P.)
- 26 Globe Publications Pvt. Ltd.  
B-13, 3rd Floor, Block A,  
Local Shopping Complex,  
Ring Road, Naraina Vihar  
New Delhi - 110028
- 27 Globe Subscription Agency  
3-4-870/1, Barkatpura  
Hyderabad -500027
- 28 Higginbothams Private Limited  
16, Anna Salai, Chennai-600 002
- 29 Hind Book House  
A-29, New Friends Colony  
New Delhi - 110025
- 30 Hindustan Subscription Service  
Ground Floor  
No.14/43, South West Boag Road  
T. Nagar, Chennai-600017
- 31 I- Group Infotech India (P) Ltd.  
B-116, Sector 67, Gautam Budh Nagar  
Noida - 201301 (U.P.)
- 32 IBI Journals Services  
47, Basement, Brij Mohan Road  
(Opp. Hindi Park), Daryaganj  
New Delhi - 110002
- 33 INDIA BOOK HOUSE SUBSCRIPTION AGENCY (CHENNAI)  
514 SHIVALAYA, 174 ETHIRAJ SALAI  
POST BOX NO.6822  
CHENNAI 600 008, TAMILNADU.
- 34 Indica Publishers & Distributors Pvt. Ltd.  
7/31, Ansari Road, Daryaganj  
New Delhi - 110002
- 35 Informatics (India) Limited  
No.194, R.V. Road, Basavanagudi  
P.B. No. 400, Bangalore-560004
- 36 Informatics Publishing Limited  
194, R. V. Road, P. B. No. 400  
Basavanagudi, Bangalore -560 004
- 37 Infotrack Library Solutions  
506-A, Jyoti Shikhar, District Centre  
Janakpuri, New Delhi - 110058
- 38 Innovative Subscription Services Pvt. Ltd.  
H-2/94, Bengali Colony  
Mahavir Enclave, Part-I  
New Delhi - 110045
- 39 International Book House (P) Ltd.  
Indian Mercantile Mansion (Extn.)  
Madama Cama Road, Colaba,  
Mumbai -400039
- 40 International Subscription Agency  
Flat No.2, Nirala Market  
Nirala Nagar, Lucknow - 226020 /U.P.
- 41 Jain Periodicals Subscription Agency  
1586/113, Ganeshpura  
Tri Nagar, Delhi-110035
- 42 Journals Subscription Services  
23 North West Avenue, 1st Floor  
Club Road, West Punjabi Bagh  
New Delhi - 110026
- 43 Lakshmi Periodicals And Books P. Ltd.  
2/78, Jankipuram Extn.  
Sitapur Road Scheme  
Lucknow -226021/U.P.
- 44 Library Book Supplier  
290A, South Malaka  
Allahabad-211003/U.P.
- 45 Maya Library Services  
S-9, 11nd Floor, Manish Abhinav Plaza-II,  
Above Federal Bank,  
Plot No.5, Sector 5,  
Dwarka, New Delhi - 110075
- 46 Neeti Book Agency Pvt. Ltd.  
4596/1, 1st Floor, 11 Daryaganj  
New Delhi - 110002
- 47 New India Publishing Agency  
101, Vikas Surya Plaza  
L.S.C. Market, C.U. Block,  
Pitam Pura, Delhi - 110034
- 48 News & Literature House  
44-45, 1st Floor,  
Kalawati Paliwar Market,  
Gumanpura  
Kota-324007, Rajasthan
- 49 Panima Subscription Agency  
16, Prakash Apartments  
5, Ansari Road, Daryaganj  
New Delhi- 110002
- 50 Paras Medical Books Pvt Ltd  
Opp: V V Collge, Jambagh Road,  
Putlibowli, Opp: V V Function Hall  
Hyderabad - 500095
- 51 Prashant Book Agency  
4263A/3, 1st Floor, Ansari Road  
Daryaganj , New Delhi - 110002
- 52 Prime Mag Subscription Services Pvt. Ltd.  
203, LSC, Pocket-B, Ashok Vihar  
Phase-III, Delhi - 110 052
- 53 Quantum Subscription Service  
E-183, 3rd Floor, New Rajinder Nagar  
New Delhi- 110060
- 54 Rapid Book Service  
Shop No.6, 7 Kishor Bazar,  
Mausam Bagh,  
Sitapur Road, Lucknow
- 55 Reader's Choice  
#78, South End Road  
Opp. Axis Bank & SBM, Basavanagudi  
Bangalore-560004
- 56 Readers Point  
No. 565, 1st Floor, 9th Main  
MC Layout, Vijayanagar  
Bangalore - 560040
- 57 Rhino International Agencies  
74, Mahavir Centre, 4th Floor  
Sector 17, Vashi  
Navi Mumbai - 400 703/ Maharashtra
- 58 S. S. Publishers & Distributors Pvt. Ltd.  
4223/1, Ansari Road, Daryaganj  
New Delhi- 110002
- 59 S.K. Publications  
10/323, Sunder Vihar,  
Outer Ring Road, Paschim Vihar  
New Delhi - 110087
- 60 Sabnam Pustak Mahal  
Badambadi Gopabandhu Lane  
(Behind Govt. Bus Stand)  
Cutback- 753012 (Odisha)
- 61 Samarth Publications & Subscriptions Pvt. Ltd.  
WZ-1673-A, Ground floor,  
Nangal Raya, New Delhi-110046
- 62 Satish Serial Publications  
115 (1st Floor) Express Tower  
Behind Aakash Cinema  
Azadpur Commercial Complex  
Azadpur, Delhi 110033
- 63 Saurabh Pustak Bhandar International  
B/20, Sthapatya Apartment  
Near Sterling Hospital Memnagar  
Ahmedabad -380052 (Gujarat)
- 64 Savan Books  
No.9, Motherland Dream City  
East Coast Road (ECR)  
Next to AMET University  
Kanathur, Chennai- 603 112 (Tamilnadu)
- 65 Scientific Publishers  
5-A, New Pali Road,  
Bhagat ki Kothi, P.O.Box 91  
Jodhpur - 342001
- 66 Sita Books & Periodicals Pvt. Ltd.  
213B, Wing, Arjun Apartment P.B.No. T.F.B. 8,  
Govandi Station Road, Govandi (East)  
Mumbai - 400088
- 67 Students Book Depot  
Kunjil Street, Upper Bazar  
Ranchi- 834001, Jharkhand
- 68 Sunrise Periodicals & Suppliers Pvt. Ltd.  
H-171, G.F. Harmu Housing Colony  
Behind Harmu Power Substation  
Harmu, Ranchi, Jharkhand-834002
- 69 Surya Infotainment Products Pvt. Ltd.  
'Abhilaash', No.12-A/12/1,  
Yamunabai Road, Madavanagar,  
Bengluu-560001 (Karnataka)
- 70 Swetal Subscription Service  
410, Galaxy Mall, Haridas Park  
Above Roymond's Showroom  
Opp. Rani Zansi BRTS Bus Stop  
Satellite Main Road  
Ahmedabad -380015 (Gujarat)
- 71 Tanvi Books  
M-Gudipada, P.O. Sovarampur,  
Sahadevkhunta, Dist. Balasore-756001  
(Odisha)
- 72 Tarun Books Distributors  
4596/1, Street No. 11, Prem Bhawan  
Ansari Road, Darya Ganj,  
New Delhi-110002
- 73 Techno Books & Periodicals  
A-1/223, Lawrence Road,  
Opp. Gurudwara, Delhi - 110 035
- 74 The Arya's Book Centre  
Bapna House, Hospital Road  
Udaipur- 313001 (Rajasthan)
- 75 The Book Line  
106, 4787/23, Ansari Road  
Daryaganj, New Delhi - 110002
- 76 The Law Publishers  
8C, Strachey Road, Civil Lines,  
Post Box No.1077  
Allahabad - 211001
- 77 The Standard Book Company  
16, I Main Krishnappa Garden  
Opp. Bannerghatta Road  
Bangalore - 560041
- 78 Total I.T. Solutions Pvt. Ltd.  
WZ-248, Plot No.7, Inderpuri  
New Delhi - 110012
- 79 Total Library Solutions India Pvt. Ltd.  
WZ-248, Plot No.7, Inderpuri  
New Delhi - 110012
- 80 Transworld Subscription Agency  
Office No.12-11-1396,  
Boudha Nagar, Seethaphal mandi P O  
Secunderabad - 500061
- 81 Unique Media Intergrators  
148, Valluvarkottam  
High Road, Nungambakkam  
Chennai - 600034
- 82 Universal Subscription Agency Pvt. Ltd.  
877, Udyog Vihar, Phase -V  
Gurgaon-122016 (Haryana)
- 83 University Book House Subscription Agency  
O-16, Malviya Marg  
C Scheme, Jaipur - 302001
- 84 V.P.H. Subscription Services (P) Ltd.  
12, Bhabanath Sen Street  
Kolkata - 700004
- 85 Vardhman Books & Periodicals  
102, Vikas Surya Plaza  
(above Vijya Bank)  
CU Block (L.S.C. Market),  
Pitam Pura, Delhi - 110034
- 86 Vatsal Enterprises  
FU-75, Near IT Colony  
Pitam Pura, Delhi - 110034
- 87 Vijay Stores (Ahmedabad)  
62 Kalyan Bhuvan, 2nd Floor  
Near Rupam Cinema, Relief Road  
Ahmedabad - 380001
- 88 Vijay Stores (Anand)  
Station Road  
Anand - 388001 (Gujarat)
- 89 Vijaya Subscription & Distribution Services  
134, Raja Rammohan Roy Sarani ,  
First Floor, Kolkata-700009