GOOD OFFICES COMMITTEE TM

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

Phones : 011-23272845, 23281227; E-mail : fpbaindia@gmail.com, info@fpbai.org Website : http://www.fpbai.org TERMS OF SUPPLIES TO BOOKSELLERS, LIBRARIES AND INSTITUTIONS (Effective 1st August, 2019)

CONVERSION RATES FOR BOOKS AND JOURNALS: Conversion rates effective 1st August, 2019 (new rates marked with asterisk) : 1. Australian Dollar @₹50.20* 6. Swedish Kroner (@₹ 7.60* 2. Canadian Dollar @₹54.90* 7. Swiss Frank @₹72.80* 3. British Pound Sterling @₹89.60* U.S.Dollar @₹72.20* 8. 4. Japanese Yen Per 100 @₹66.40* 9. Euro @₹80.70* 5. Singapore Dollar 10. Taka Per 100 @₹52.80* @₹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 = 1.95583DEM (GERMANY) = 6.55957 FRF (FRANCE) = 1936.27ITL (ITALY) = 2.20371NLG (NETHERLANDS) (2) Fixed Conversion Rates between the Euro and Danish Kroner and Norwegian Kroner for all transactions: 1 EUR = 8.48DKR (DENMARK) = 8.87NKR (NORWAY) (3) Fixed Conversion Rates between the US \$ and Hong Kong Dollar for all transactions: 1 US \$ = 7.79HKD (HONGKONG)

PRINTED BOOKS ARE EXEMPTED FROM GST

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. <u>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.</u>
- (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". <u>Price verification should not be done from the supplier site.</u>
- (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.

-2-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.
- 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.
- 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.

- 3 -CONSTITUTION AND FUNCTIONS OF THE GOOD OFFICES COMMITTEE MEMBERS

- 1) Assam Publishers Association, Guwahati
- Bangalore Booksellers & Publishers Association, Bangalore
- Bombay Booksellers & Publishers Association, Mumbai
- Delhi State Booksellers & Publishers Association, New Delhi
- 5) Federation of Educational Publishers in India

- 6) Federation of Indian Publishers
- Federation of Publishers' & Booksellers' Associations in India
- Publishers & Booksellers Association of Bengal, Calcutta
- 9) Publishers & Booksellers Guild, Kolkata
- 10) The Booksellers & Publishers Association of South India, Chennai





<u>APPROVED SUPPLIERS OF BOOKS</u> to Libraries and Institutions, please see latest Directory of Members of FPBAI, or Members list on our website: 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(l) 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

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*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.



Globe Subcription Agency

3-4-870/1, Barkatpura, Hyderabad -500027

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19 B. Bros. & Co. 13A, Nirmal Chandra Street, 1st Floor, Post Box No. 7866, Bowbazar P.O, Kolkata - 700012

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- 39 G.G. Books & Periodicals JN2- 17-A-2, Gr. Flr, Sec-9, Vashi, Navi Mimbai - 400703
- 40 Higginbothams Private Limited 16, Anna Salai, Chennai-600 002
- 41 Hind Book House A-29, New Friends Colony, New Delhi – 110025
- 42 Hindustan Subscription Service Ground Floor, No.14/43, South West Boag Road T. Nagar, Chennai-600017
- 43 I Group Infotech India (P) Ltd. B-116, Sector 67, Gautam Budh Nagar Noida – 201301 (U.P.)
- 44 India Book House Subscription Agency (Chennai) 514 Shivalaya, 174 Ethiraj Salai, Post Box No. 6822 Chennai 600 008, Tamilnadu
- 45 Indica Publishers & Distributors Pvt. Ltd. 7/31, Ansari Road, Daryaganj, New Delhi – 110002
- 46 Indica Technologies & Services Pvt. Ltd. 7/31, Ansari Road, Daryaganj, New Delhi – 110002
- 47 Infokart India Pvt. Ltd. S-20, lst Floor, Janta Market, Rajouri Garden, New Delhi – 110 027
- 48 Informatics (India) Limited No.194, R.V. Road, Basavanagudi, P.B. No. 400, Bangalore-560004
- 49 Informatics Publishing Limited 194, R. V. Road, P.B. No. 400, Basavanagudi, Bangalore -560 004
- 50 Infotrack Library Solutions 506-A, Jyoti Shikhar, District Centre, Janakpuri, New Delhi - 110058
- 51 Innovative Subscription Services A-2, Gulab Bagh, Nawada, Metro Pillar No. 733, Uttam Nagar, New Delhi – 110 059
- 52 International Book House (P) Ltd. Indian Mercantile Mansion (Extn.), Madama Cama Road Colaba, Mumbai -400039
- 53 International Journals Subscription Agency D1/82, Street No. 2, Ashok Nagar, Delhi-110093
- 54 International Subscription Agency Flat No.2, Nirala Market, Nirala Nagar, Lucknow – 226020 /U.P.
- 55 Jain Periodicals Subscription Agency 1586/113, Ganeshpura, Tri Nagar, Delhi-110035
- 56 Journals Subscription Services 23 North West Avenue, 1st Floor, Club Road, West Punjabi Bagh, New Delhi – 110026
- 57 Knit Overseas MB.158, Master Block, Shakarpur, Delhi – 110 092
- 58 Lai Book Depot Shivani Complex, Jyiti Sangam Lane, Upper Bazar, PO-GPO Ranchi, Jharkhand – 834001
- 59 Library Book Supplier 290A, South Malaka, Allahabad-211003/U.P.

60 Medi Tech Books and journals 30/03, Vishnupuri Colony, Aliganj, Lucknow – 226 022

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- 61 MBPL Digital Learning Solutions Pvt. Ltd. 20/4637, Ansari Road, Daryaganj, New Delhi – 110002
- 62 M.K. Periodicals Suppliers E-45, Street No. 11, Subhash Vihar,North Ghonda, (Near Water tanki), Bhajanpura, Delhi – 110 053
- 63 Neoti Book Agency Pvt. Ltd. 4596/1,1st Floor, 11 Daryaganj, New Delhi – 110002
- 64 New India Publishing Agency 101, Vikas Surya Plaza, L.S.C. Market, C.U. Block, Pitam Pura, Delhi – 110034
- 65 News & Literature House 44-45, 1st Floor, Kalawati Paliwal Market, Gumanpura, Kota-324007, Rajasthan
- 66 Oura Prakashan & Book Distributors Pvt. Ltd. 7/593,Jankipuram Extension, Lucknow- 226031 (U.P.)
- 67 Panima Subscription Agency
 16, Prakash Apartments, 5, Ansari Road, Daryaganj
 New Delhi- 110002
- 68 Paras Medical Books Pvt Ltd Opp: V V Collge, Jambagh Road, Putlibowli Opp: V V Function Hall, Hvderabad - 500095
- 69 Prashant Book Agency 4263A/3,1st Floor, Ansari Road, Daryaganj, New Delhi - 110002
- 70 Prime Mag Subscription Services Pvt. Ltd. 203, LSC, Pocket-B, Ashok Vihar, Phase-III, Delhi – 110 052
- 71 Quantum Subscription Service E-183, 3rd Floor, New Rajinder Nagar, New Delhi- 110060
- 72 Radiant E Quest Limited 1/13-14, Asaf Ali Road, New Delhi – 110 002
- 73 Rapid Book Service Shop No.6, 7 Kishosr Bazar, Mausam Bagh, Sitapur Road, Lucknow
- 74 Ratan Subscription Services 5A, Citizen Enclave, Sector-14 Extension, Rohini, Delhi – 110085
- 75 Reader's Choice #78, South End Road, Opp. Axis Bank & SBM, Basavanaguidi, Bangalore-560004
- 76 Research Books & Periodicals (P) Ltd.
 4735/22, Ilnd Floor, Room No. 4, Prakash Deep Building, Ansari Road, Daryaganj, New Delhi – 110002
- 77 Rhino International Agencies 74, Mahavir Centre,4th Floor, Sector 17, Vashi Navi Mumbai – 400 703, Maharashtra
- 78 Royal News & Subscrioption Agency 279/6-7, Chaurasia Building, Near Tulsi Hotel, Pandariba, Lucknow - 226004
- 79 S. S. Publishers & Distributors Pvt. Ltd. 4223/1, Ansari Road, Daryaganj, New Delhi- 110002

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- 80 S.K. Publications 10/323, Sunder Vihar, Outer Ring Road, Paschim Vihar, New Delhi – 110087
- 81 Sabnam Pustak Mahal Badambadi Gopabandhu Lane (Behind Govt. Bus Stand) Cuttack- 753012 (Odisha)
- 82 Samarth Publications & Subscriptions Pvt. Ltd. WZ-1656-A, lst Floor, Nangal Raya, New Delhi-110046
- 83 Satish Serial Publications 115 (Ist Floor) Express Tower, Behind Aakash Cinema, Azadpur Commercial Complex, Azadpur, Delhi 110033
- 84 Saurabh Pustak Bhandar International B/20, Sthapatya Apartment, Near Sterling Hospital Memnagar, Ahmedabad -380052 (Gujarat)
- 85 Savan Books No.9, Motherland Dream City, East Coast Road (ECR), Next to AMET University, Kanathur, Chennai- 603 112 (TN)
- Scientific Publishers
 5-A, New Pali Road, Bhagat ki Kothi, P.O.Box 91
 Jodhpur 342001
- 87 Scientific e-Resources 4850/24, Ilnd Floor, Ansari Road, Daryagani, New Delhi – 2
- 88 Sita Books & Periodicals Pvt. Ltd. 213B, Wing, Arjun Centre, P.B.No. T.F.B. 8, Govandi Station Road, Govandi (East), Mumbai – 400088
- 89 Somaiya Publications Pvt. Ltd. 172, Mumbai Marathi, Granthasangrahalaya Marg Dadar (East), Mumbai – 400014
- **90** South Asia Distributors and Publishers 92-C (Part), Next to Span House, First Floor, Gurudwara Road, Madangir, New Delhi – 110062
- 91 Spacious Book House 14/1061, Shree Gyanoday C.G.H.S Ltd, Old M.H.B. Colony, Gorai Road, Borivali (West), Mumbai-400 091 (Maharashtra)
- 92 Speaking Tiger Publishing Pvt. Ltd. 4381/4 Ansari Road, Darya gani, New Delhi- 110002
- 93 SS Subscription Agency 4223/1, Ansari Road, Darya Ganj, New Delhi – 110 002
- 94 Students Book Depot Kunjlal Street, Upper Bazar, Ranchi- 834001, Jharkhand
- **95** Sunrise Periodicals & Suppliers Pvt. Ltd. H-171, G.F. Harmu Housing Colony, Harmu, Ranchi, Jharkhand-834002
- 96 Surya Infotainment Products Pvt. Ltd. 'Abhilaash', No.12-A/12/1, Yamunabai Road, Madavanagar, Bengluru-560001 (Karnataka)
- 97 Tanvi Books M-Gudipada, P.O. Sovarampur, Sahadevkhunta, Dist. Balasore-756001 (Odisha)
- 98 Tarun Books Private Limited 4596/1, Street No. 11, Prem Bhawan, Ansari Road, Darya Ganj, New Delhi-110002
- 99 Techniz Books International 4/12, LGF, Kalkaji Extension, Opp. Nehru Place, New Delhi-110019
- 100 Techno Books & Periodicals M-4/8A, Ground Floor, Model Town – III, Delhi - 110009

- 101 The Arva's Book Centre Bapna House, Hospital Road, Udaipur- 313001 (Rajasthan) **102 The Book Line** 106, 4787/23, Ansari Road, Daryaganj, New Delhi - 2 **103 The Law Publishers** 8C, Strachey Rd, Civil Lines, P.B.1077, Allahabad -1 **104 The Standard Book Company** 16, I Main Krishnappa Garden, Opp. Bannerghatta Road Bangalore - 560041 105 Total e-Publishing Pvt. Ltd. B-41/2, Gr. Floor, Panchsheel, Malviva Nagar, Delhi-17 106 Total I.T. Solutions Pvt. Ltd. WZ-248, Plot No.7, Inderpuri, New Delhi - 110012 107 Total Library Solutions India Pvt. Ltd. WZ-248, Plot No.7, Inderpuri, New Delhi - 110012 **108 Transworld Subscription Agency** Office No.12-11-1396, Boudha Nagar, Seethaphal mandi P 0, Secunderabad - 500061 **109 Tritech Digital Media** 2A-2nd Floor, 4850/24, SIPL House Ansari Road, Daryagani, Delhi - 110 002 **110 Unique Media Intergrators** 148, Valluvarkottam, High Road, Nungambakkam, Chennai - 600034 111 University Book House Pvt. Ltd. 0-16, Malviya Marg, C Scheme, Jaipur - 302001 112 V.P.H. Subscription Services (P) Ltd. 12, Bhabanath Sen Street, Kolkata - 700004 **113 VSP Books International** DD-14, Basement, Kalkaji, New Delhi - 110014 **114 Vaagartha Magazines & Journals** 46/29, First Floor, Raagam Bakery, Anderson Road, Ayanavaram, Chennai-600 023 **115 Vardhman Books & Periodicals**
 - 102, Vikas Surya Plaza, (Above Vijya Bank), CU Block (L.S.C. Market), Pitam Pura, Delhi – 110034
- 116 Vatsal Enterprises FU-75, Near IT Colony, Pitam Pura, Delhi -110034
- 117 Veda Library Solutions G-452, 10th Avenue, Sanskriti vihar, Gaur City-2, Noida-West, Noida-201309 (UP)
- 118 Vigyan Books A-82/F-2, 1st Floor, Dilshad Colony, Delhi- 110095
- 119 Vijay Stores (Anand) Station Road, Anand – 388001 (Gujarat)
- **120 Vijoya Subscription & Distribution Services** 134, Raja Rammohan Roy Sarani, First Floor, Kolkata-700009
- 121 Vinayaka Magazines House Pvt.Ltd Gala No. 12/B, Gomes Industrial Estate, Near Lathia Rubber Factory, Andheri-Kurla Road, Sakinaka, Andheri-East, Mumbai-400072
- 122 Zenith Subsription Services Pvt. Ltd BH-379 ,Gr. Floor , East Shalimar Bagh, Delhi-110088