

## GOOD OFFICES COMMITTEE™

The Federation of Publishers' & Booksellers' Associations in India  
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### TERMS OF SUPPLIES TO BOOKSELLERS, LIBRARIES AND INSTITUTIONS (Effective 1st December, 2019)

#### CONVERSION RATES FOR BOOKS AND JOURNALS:

Conversion rates effective 1st December, 2019 (new rates marked with asterisk) :

1. Australian Dollar	@ ₹ 51.00*	6. Swedish Kroner	@ ₹ 7.70*
2. Canadian Dollar	@ ₹ 56.40*	7. Swiss Frank	@ ₹ 75.20*
3. British Pound Sterling	@ ₹ 96.10*	8. U.S.Dollar	@ ₹ 75.10*
4. Japanese Yen Per 100	@ ₹ 68.60	9. Euro	@ ₹ 82.50*
5. Singapore Dollar	@ ₹ 54.80*	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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## PRINTED BOOKS ARE EXEMPTED FROM GST

#### TERMS OF SUPPLY: BOOKS

- 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.
- 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.**
- 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 along with the principal amount to be paid to the supplier.
- The Supplier shall append the following declaration on the bills :-**
  - Only latest editions have been supplied and these are not remainder titles.
  - Income Tax Permanent Account No. (PAN) of the supplier must be provided.
  - The prices have been correctly charged in accordance with the Publisher's/Importer's/Distributors' Invoices and Publishers' catalogues.
  - 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.**
  - 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) Publishers & Booksellers Association of Bengal, Calcutta
- 9) Publishers & Booksellers Guild, Kolkata
- 10) The Booksellers & Publishers Association of South India, Chennai



**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(1) 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.