

## GOOD OFFICES COMMITTEE™

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

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### TERMS OF SUPPLIES TO BOOKSELLERS, LIBRARIES AND INSTITUTIONS AS DECIDED IN MEETING NO. 197/2016 (Effective 1st September, 2016)

#### CONVERSION RATES FOR BOOKS AND JOURNALS:

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

1. Australian Dollar	@ ₹ 54.00*	6. Swedish Kroner	@ ₹ 8.30*
2. British Pound Sterling	@ ₹ 92.80*	7. Swiss Frank	@ ₹ 72.90*
3. Canadian Dollar	@ ₹ 54.50*	8. U.S.Dollar	@ ₹ 70.60*
4. Japanese Yen Per 100	@ ₹ 69.90*	9. Euro	@ ₹ 79.40*
5. Singapore Dollar	@ ₹ 52.60	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 standardisation 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 finalised/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/end 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 organisation 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.

## 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 Bandh Gupta Road  
Dev Nagar, New Delhi-110005
2. Athenaeum Solutions Private Limited  
75/101, A Wing, Humlog CHS,  
Tilak Nagar, Chembur, Mumbai-400089
3. A.K. Books & Periodicals  
C-7, Ajay Enclave Extension  
New Delhi - 110018
4. Ahuja Subscription Agency  
4348/4C, Ansari Road, Daryaganj,  
New Delhi-110002
5. Alliance Books Suppliers Pvt. Ltd.  
G-1388, Basement, Chittaranjan Park,  
P. O. Box 4393, New Delhi-110019
6. Allied Publishers Subscription Agency  
1/13-14, Asaf Ali Road,  
New Delhi-110002
7. Apex Subscription (P) Ltd  
G-116, Shaqun Arcade,  
Gen.A.K. Vaidya Marg, Dindoshi,  
Malad(East), Mumbai - 400097
8. Arvind Prakashan  
15, Durga Nursery Road, Ashok Nagar  
Main Road, Udaipur/Rajasthan
9. Asian Books (P) Ltd.  
7/28, Mahavir Lane, 1<sup>st</sup> Floor  
Ansari Road, Daryaganj  
New Delhi - 110002
10. Atlantic Publishers & Distributors (P) Ltd.  
7/22, Ansari Road, Daryaganj  
New Delhi-110002
11. Aura Impex  
11<sup>th</sup> Floor, 16, Durga Nursery Road,  
Ashok Nagar, Main Road,  
Udaipur-313001/Rajasthan
12. B. Bros. & Co.  
13A, Nirmal Chandra Street  
1<sup>st</sup> Floor, P.B. No. 7866  
Bowbazar Post Office  
Kolkata-700012, West Bengal
13. Balani Infotech Pvt. Ltd.  
B-116, Sector-67, Distt. Gautam Budh Nagar,  
Noida-201301 (U.P.)
14. Bhaisaiya Books & Periodicals  
A-463, Shastri Nagar  
Delhi-110052
15. Bharat Book Bureau  
810, Real Tech Park, 8<sup>th</sup> Floor  
Plot No. 39/2, Sector 30A, Vashi  
Navi Mumbai-400703
16. Bibliomatics  
Post Box No.177, Main Road,  
Manipal/Karnataka
17. Central News Agency (P) Ltd.  
P-20, Connaught Circus  
New Delhi-110001
18. C.B.S. Publishers & Distributors (P) Ltd.  
4819/XI, 24 Prahlad Street  
Ansari Road, Daryaganj  
New Delhi - 110002
19. Consortium Books (P) Ltd.  
198/13, Elgin Road, 1<sup>st</sup> Floor  
Civil Lines, Allahabad - 211001
20. Creative Books & Periodicals(P) Ltd.  
6, Halima Building, 7 Nanabhai Lane  
Mumbai-400001
21. D.S. Information Services (P) Ltd.  
Flat No. 301, 3<sup>rd</sup> Floor,  
Reatandeeep Apartment  
Phase II, 127/292 U. Block  
Nirala Nagar, Kanpur-208014
22. D.S. Subscription Agency  
202, N.P.A. Arcade, 2<sup>nd</sup> Floor,  
23 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(P) Ltd.  
877, Phase V, Udyog Vihar  
Gurgaon-122001
25. Global Periodicals and Book Agency  
16B/262, Vrindavan Yojna  
Avas Vikas Parishad  
Near SGP/IMS Trauma Centre  
Raibareilly Road  
Lucknow - 226014 / U.P.
26. Globe Publications (P) Ltd.  
B-13, 3<sup>rd</sup> Floor, Block A, LSC  
Ring Road, Neraina Vihar  
New Delhi - 110028
27. Globe Subscription Agency  
3-4-870/1, Barkatpura  
Hyderabad-500027 Telangana
28. Higginbothams (P) Limited  
116 Anna Salai  
Chennai - 600002
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. IBH Journal Services  
47, Basement, Brij Mohan Road  
Opp. Hindi Park, Darya Ganj  
New Delhi-110002
32. I-Group Infotech India (P) Ltd.  
B-116, Sector-67, Gautam Budh Nagar,  
Noida-201301 (U.P.)
33. India Book House Subscription Agency (Chennai)  
514, Shivalaya, 174 Ethiraj Salai  
Post Box No. 6822, Chennai-600008
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 Ltd.  
194, R V Road, Basavanagudi,  
Bangalore-560004
37. Infotrack Library Solutions  
506-A, Jyoti Shikhar, District Center  
Janakpuri, New Delhi - 110058
38. Innovative Subscription Service  
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,  
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, N.W.A., 1<sup>st</sup> Floor  
Club Road, West Punjabi Bagh  
New Delhi-110026  
Email: info@jssindia.net
43. Lakshmi Periodicals And Books(P)Ltd.  
2/78, Jankipuram Extn.  
Sitapur Road Scheme  
Lucknow-226021/U.P.
44. Library Book Supplier  
209A, South Malaka  
Allahabad - 211003/U.P.
45. Maya Library Services  
S-9, 1<sup>st</sup> Floor, Manish Abhinav Plaza-II  
Above Federal Bank, Plot No. 5, Sector 5,  
Dwarka, New Delhi - 110075
46. Neoti Book Agency Pvt. Ltd.  
4596/1, 1<sup>st</sup> Floor, Daryaganj  
New Delhi-110002
47. New India Publishing Agency  
101, Vikas Surya Plaza  
I.S.C. Market, U.Block,  
Pitamb Pura, New Delhi - 110084
48. News & Literature House  
44-45, 1<sup>st</sup> Floor,  
Kalawati Paliwar Market, Gumanpura  
Kota - 342007/ Rajasthan
49. Panima Subscription Agency  
16, Prakash Apartments  
5 Ansari Road, Daryaganj  
New Delhi-110002
50. Paras Medical Books (P) Ltd.  
5-1-473, Jambagh Road, Opp. V.V. College,  
V.V. Function Hall, P.B. No. 544,  
Near Putli Bowli, Hyderabad-500095
51. Prashant Book Agency  
4263A/3 1<sup>st</sup> Floor, Ansari Road,  
Darya Ganj, New Delhi-110002
52. Prime Mag Subscription Services (P) Ltd.  
203, LSC Pocket B, Ashok Vihar III  
Delhi-110052
53. Quantum Subscription Service  
E-183, 3<sup>rd</sup> Floor, New Rajinder Nagar  
New Delhi-110060
54. Rapid Book Service  
Shop No. 6, 7 Kishore Bazar,  
Mausam Bagh,  
Sitapur Road, Lucknow-226020
55. Readers' Point  
No.565, 1<sup>st</sup> Floor, 9<sup>th</sup> Main  
MC Layout, Vijayanagar,  
Bangalore-560040
56. Reader's Choice  
#78, South End Road,  
Opp. Axis Bank & SBM, Basavanagudi  
Bangalore-560004
57. Rhino International Agencies  
74, Mahavir Centre, 4<sup>th</sup> Floor  
Sector-17 Vashi,  
Navi Mumbai-400705/Maharashtra
58. S.K. Publication  
10/323, Sunder Vihar,  
Ring Road, Paschim Vihar,  
New Delhi - 110087
59. S S Publishers & Distributors Pvt. Ltd.  
4223/1, Ansari Road, Daryaganj  
New Delhi - 110002
60. Sabnam Pustak Mahal  
Badambadi Gopabandhu Lane  
(Behind Govt. Bus Stand)  
Cuttack-753012 Odisha
61. Samarth Publications & Subscriptions Pvt. Ltd.  
WZ-1673-A, Ground Floor, Nagal Raya,  
New Delhi - 110046
62. Satish Serial Publications  
403, 4<sup>th</sup> Floor, Express Tower  
Commercial Complex, Azadpur,  
Delhi-110033
63. Saurabh Pustak Bhandar International  
B/20, Sthapatya Apartment  
Near Sterling Hospital Memnagar  
Ahmedabad - 380052
64. Savan Books  
No 9, Motherland Dream City  
East Coast Road (ECR),  
Next to AMET University,  
Kanathur, Chennai-603112,  
Tamil Nadu, India
65. Scientific Publishers (India)  
5-A, New Pali Road, P.O. Box 91,  
Jodhpur-342001
66. Sita Books & Periodicals (P) Ltd.  
213B, Wing, Arjun Centre,  
Govandi St. 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 (P) Ltd.  
"Abhilash" No. 12-A/12/1,  
Yamunabai Road, Madavanagar,  
Bengaluru-560001 Karnataka
70. Swetal Subscription Service  
410, Galaxy Mall, Haridas Park,  
Above Raymond's Showroom,  
Opp. Rani Zansi Brts Bus Stop,  
Satellite Main Road,  
Ahmedabad-380015
71. Tanvi Books  
M-Gudipada, P.O. Sovarampur,  
Sahadevkhunta, Dist. Balasore-756001 Odisha
72. Techno Books & Periodicals  
M-4/8A, Ground Floor,  
Model Town-III, Delhi-110009
73. The Arya's Book Centre  
Bapna House, Hospital Road  
Udaipur-313001/Rajasthan
74. The Book Line  
106, 478/23, Ansari Road  
Daryaganj, New Delhi-110002
75. The Law Publishers  
8C, Strachey Road, Civil Lines,  
Post Box No. 1077  
Allahabad-211001
76. The Standard Book Company  
16, Main Krishnappa Garden  
Opp. Bannerghatta Road  
Bangalore-560041
77. Total I.T. Solutions (P) Ltd.  
WZ-248, 1<sup>st</sup> Floor, Plot No. 7  
Inderpuri, New Delhi-110012
78. Total Library Solutions (India) Pvt. Ltd.  
WZ-248, Plot No. 7, Inderpuri  
New Delhi-110012
79. Transworld Subscription Agency  
Office No. 12-11-1396,  
Boudha Nagar, Seethaphalmandi P O  
Secunderabad-500061
80. Unique Media Integrators  
148, Valluvarkottam, High Road,  
Nungambakkam, Chennai - 600034
81. Universal Subscription Agency (P) Ltd.  
877, Udyog Vihar, Phase-V  
Gurgaon/Haryana
82. University Book House Subscription Agency  
O-16, Malviya Marg, C Scheme  
Jaipur-302001
83. V.P.H. Subscription Services (P) Ltd.  
12, Bhabanath Sen Street,  
Kolkata - 700004
84. Vardhman Books & Periodicals  
102, Vikas Surya Plaza, Above Vijaya Bank  
CU-Block (I.S.C. Market)  
Pitamb Pura, Delhi-110034
85. Vatsal Enterprises  
FU-75, Near IT Colony,  
Pitamb Pura, Delhi-110088
86. Vijay Stores  
62, Kalayn Bhawan, 2<sup>nd</sup> Floor,  
Near Rupam Cinema, Relief Road,  
Ahmedabad-380001
87. Vijay Stores (Anand)  
Station Road, Anand - 400002
88. Vijaya Subscription & Distribution Services  
134 Raja Ramnohan Roy Sarani  
Kolkata - 700009