

ABSENT

Terms and Condition

**Sub: Subscribe journals for the year -2022**

You are requested to read carefully terms and condition to Subscribe journals for the year - 2022 please quote your offered flat discount for all Indian & Foreign journals for all school as per enclosed list for the calendar year 2022. Submit your acceptance of the following terms and conditions if agree:

1. Payment shall be made once the actual bill along with copy of orders, remittance proof and Bank rate certificate for foreign exchange is furnished within in 30 days. No advance payment shall be made.
2. All journals shall be supplied at a offered flat discount against our confirm order.
3. The remittance for subscription of journals should be made to the publishers on behalf of the "University Librarian" HMS Central Library, 3<sup>rd</sup> Floor, Jamia Hamdard (Deem University) New Delhi.
4. Vendor will undertake to supply all the issues of journals subscribed for the calendar year 2022.
5. Vendor will refund proportionate amount to the Jamia Hamdard by the end of subscription year for the issue of journals not supplied to the HMS Central library.
6. Vendor will make delivery of all journals through their authorized courier/representative/speed post etc. to the HMS Central Library.
7. Vendor will ensure that all issues of journals will be dispatched to HMS Central Library, Jamia Hamdard at the earliest after their publication.
8. Vendor will be responsible for providing the Online Access, Authenticate & activate the online links on our web IP address against the free online/FOAP titles with print version.
9. The vendor has to execute an agreement with the HMS Central Library if required.
10. The University Librarian has right to withdraw any journal to subscribe from the list before placing the confirm order.
11. Vendor has to provide Performa invoice to all Indian & Foreign journal as per the list enclosed.
12. No Toll Tax, accidental or any other charges will be paid extra.
13. Vendor should be member of GOC and submit the documentary proof of supplying journals to reputed institutes last three years.
14. Vendor should submit Bank detail with Pan Card and GST number.
15. The vendor will deposit Ten percent (10%) of total order (refundable) as an earnest money with the Jamia Hamdard before placement of order.
16. The vendor must start supply of all ordered journals within six months of placing confirm order if not start to supply any journal cost of journal must be refund within calendar year otherwise security money will be forfeited.
17. Vendor must refund all non-received/missing issues within six months of last issue of the published journal, otherwise 10% extra cost of the journals should be refunded.
18. Beside above vendor will abide by rules and regulations of Jamia Hamdard.
19. The Vendor may contact to undersigned for any clarification to send e-mail given address.

(Mohammad Shoaib)  
University Librarian

Accepted/Not Accepted

Signature