



**Ref. No: KSOM/31/2025-LIBRN**

**Date:21-03-2025**

## **Inviting Letter of Agreement**

Kerala School of Mathematics, Kozhikode intends to purchase Indian as well as foreign books in Mathematics and its allied subjects during the next two financial years 2025-27, commencing from April 2025 till March 2027. If you are interested in supplying books to Kerala School of Mathematics ensuring the following terms and conditions, you are requested to enroll your name by furnishing the attached proforma and draw a demand draft of Rs.1000.00 in favour of Director, Kerala School of Mathematics, Payable at Kozhikkode.

### **Terms & Conditions**

1. The signed agreement and the Demand Draft should reach the undersigned within 15 days from the date of this advertisement. The envelope should be superscribed 'Agreement for supplying hardcopies of Library books' and the same has to be addressed to The Director, Kerala School of Mathematics, Kunnamangalam, Kozhikode.
2. Vendors who are interested in supplying books to Kerala School of Mathematics shall fill the attached proforma on vendor's letter head. The same may also be downloaded from the web site of Kerala School of Mathematics ([www.ksom.res.in](http://www.ksom.res.in)).
3. Both Indian as well as foreign print books should be given at a flat rate discount of 23 percent (23%) from the publishers' list price.
4. The contract will be effective for 2 financial years commencing from April 2025 till March 2027.
5. Good Office Committee conversion rates will be applicable to all foreign currencies.
6. Vendors should enclose documentary proof of regular supply of advanced mathematics books to Research Institutions/Universities during the last five years, i.e., from January 2020 to December 2024 to prove their track records and credentials.
7. Vendors need to submit last three years filed Income Tax Return acknowledgement paper.
8. Unless otherwise mentioned, only the latest editions of books must be supplied. No remainder titles shall be supplied.
9. Evidence of the currency of the edition given by the publisher must be supplied along with the bills/invoice.
10. Publishers' price proof must be attached with the bill. Only Publishers latest catalogue or the publishers invoice will be accepted as the price proof.
11. Bill / invoice must be supplied along with the supply of books.
12. All books included in the firm order shall be supplied. Out of Print / Out of Stock titles, if any should be reported to the Librarian in writing within 20 days from the date of confirmation of the order.
13. Books should be supplied to Kerala School of Mathematics. Hence the price should include transportation/courier/postal charges etc. No hidden cost will be entertained later.
14. Special conditions, if any, attached with the agreement will not be acceptable to the contract unless they are expressly accepted in writing by the undersigned.
15. Once the order is placed, books should be supplied within 45 days from the date of confirmation of the order. However the extension of date of supply for any particular or part of the order is required, the

same shall be obtained from the Librarian in writing, otherwise the order will be treated as cancelled w.e.f the next day of the date of delivery mentioned in the order.

16. Order shall be placed only against the availability of fund during the financial year.
17. A list of suppliers/ vendors shall be prepared by the Library committee based on the receipt of signed agreement. Supply of order shall be based on the said list of vendors.
18. Withdrawal from the agreement after submission or failure to comply the terms and conditions, may result in cancellation of the order and any loss incurred thereby being payable by the defaulting party.
19. Supply of wrong titles other than titles mentioned in the list will be rejected and intimation will be given to the supplier accordingly.
20. The books supplied should be in good condition. Damaged/deformed books should be replaced without any additional charges.
21. Payment shall be released only after the completion of the order and the library personnel's verification on the titles supplied.
22. Pre-receipted bills are to be submitted in triplicate and the original stamped with one rupee revenue stamp.
23. If any discrepancy / unethical practice is found in supply, the order will be cancelled and such vendor shall be black listed and blocked from future order.
24. Bank details to which the payment is to be released should also be attached along with the Letter of agreement.
25. KSoM reserves the right to reject/cancel any order or the contract at any time without assigning any reasons thereof.

**Ratnakumar Peettakandy**

**DIRECTOR**

## Letter of Agreement

<b>Name of Supplier</b>		
<b>Postal address for Communication</b>		
<b>Telephone</b>		
<b>Mobile</b>		
<b>E-mail</b>		
<b>Details of DD enclosed</b>	<b>DD No :</b>	<b>Date :</b>
<b>Name of Bank</b>		

We have read all the terms and conditions given along with the agreement for supplying hardcopies of books to **Kerala School of Mathematics**, Kunnamangalam Kozhikode, with a flat rate discount of **23 percent (23%) from the publishers' list price** on all Indian and Foreign publications during the period from **April 2025 to March 2027** and we agree to abide by the same.

**Signature of the Proprietor**

**Official Stamp**

**Place**

**Date**