



सुशासन

# School of Good Governance and Policy Analysis



Knowledge and Information Repository (KAIR) Rules

(Ver. 1.0)

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# Knowledge and Information Repository (KAIR)

## Rules

These rules may be called KAIR Rules and will cover the following functional aspects of KAIR such as membership, number of books and other reference material to be allowed on loan, conditions of loan, inter-library loan, penalty for damage to the KAIR property and safeguarding the KAIR materials:

- Categories and Conditions of membership of KAIR
- Conditions about loan and Penalty to the damage of KAIR materials
- Conditions of Inter-Institution/ Organization loans of KAIR materials in print or multimedia or electronic media
- Steps to safeguard KAIR material.

**1. Categories and Conditions of Membership:** There will be following categories of members of KAIR with conditions as prescribed below:

**1.1 Individual members with eligibility to consult and take loan of KAIR material without any payment:**

- (i) The Chairpersons and all the Members of the Governing and Executive Bodies and Members of the KAIR Committee and Technical Committee of Information and Communication Technology Centre of the School
- (ii) Staff members and Interns, Advisors, Fellows, Consultants of the School.
- (iii) Staff of the State Government not below the rank of an Additional Secretary to the Government
- (iv) Government Functionaries other than those covered under (iii) could be considered for membership on the recommendation of the concerned Government Officer not below the rank of an Additional Secretary to the Government.
- (v) Any individuals with potential for actively contributing to the objectives of the School, on recommendation of any Director of the School subject to prior approval of the Director General.
- (vi) University / Institute / College faculty members on recommendation of Vice-Chancellor/ Registrar/ Principal.

However, members under subsections (ii)-(vi) have to get themselves registered as members with the Manager KAIR by completing a form containing personal details like name, designation etc. and an undertaking

to the effect that the member will abide by the KAIR Rules as notified by the Manager KAIR from time to time. Such membership will be initially for a period of one year which will be extendable on request for additional durations of one year each.

### **1.2 Individual Members with eligibility to consult or/and take loan from KAIR on payment:**

- (i) Members with eligibility to only consult KAIR material in campus on payment of an annual fee of Rs.500/- or Rs. 100/- monthly for shorter periods.
- (ii) Members eligible to consult and take on loan one KAIR material (for a period not exceeding 15 days at any time) on payment of an annual fee of Rs. 1,000/- along with one time caution money of Rs. 2,000/-. Fulltime research scholars of University/ Institute/ College on recommendation of Vice-Chancellor/ Registrar/ Principal would be eligible to consult and take on loan one KAIR material (for a period not exceeding 15 days at any time) with Annual Fee and Caution money as Rs. 750/- and Rs. 1000/- respectively. The caution money will be returned at the end of the membership.

However, members under subsections (i)-(ii) have to apply for membership to the Manager KAIR by completing a form containing personal details like name, profession, address, area of interest, undertaking to abide by the KAIR Rules as notified by the Manager KAIR from time to time. Such applications shall be processed within 15 days through the Chairperson of the KAIR Committee for approval by the Director General. On approval of the application the applicant will be informed to make necessary payments to KAIR within a period of two weeks for confirmation of the membership. Such membership will be initially for a period of one year which will be extendable on request for additional durations of one year each on subsequent payments as prescribed above. Annual fee will not be refundable.

### **1.3 Institutional membership:**

Permanent faculty/ research staff working in well recognized Institutions / Organizations could be allowed to use the facilities of KAIR on written official recommendation of the host institutions subject to extension of similar facilities to the School staff by the corresponding Institution / Organization on mutually agreed terms and conditions. All such requests shall be considered and decided by the Chairperson of the KAIR Committee on case to case basis.

**Note:** Membership will not be transferable for any category. The School reserves the right to reject any application for membership without assigning reason thereof.

## 2. Conditions about loan and Penalty to any damage of KAIR Materials

2.1 Only one material will be given on loan on each card. Numbers of non-transferable KAIR cards for loan, category wise are given below:

Members under category 1.1 (i) – (ii) : Five KAIR cards for loan.

Members under category 1.1 (iii) to (vi) : Two KAIR cards for loan.

Members under category 1.2 (ii) : One KAIR card for loan.

2.2 Manuscripts, rare books, journals, and other multimedia, electronic media, thesis etc. may not ordinarily given on loan to a member unless it is specifically requested and approved by the Director General.

2.3 The KAIR materials at first instance will be issued to members as per their eligibility for a period of 15 (fifteen) days. This period could be extended for another fifteen days, after seeking permission from Manager KAIR. No further request for re-issuance will be entertained unless otherwise allowed by the Director General.

2.4 There will be a provision of penalty if a member keeps the material beyond the authorized period. The penalty will be Rs.1/- per day per material. Besides the payment of penalty, membership of those who do not return the material issued to them within the prescribed time limit for more than three times in a year could be cancelled. Non return of material as per the duration prescribed above would be liable for cancellation of membership.

2.5 In case the KAIR materials issued to a member are lost or received back in torn/mutilated/ damaged form then it will be paid for or replaced as per clause 13.2(3) of GFAR by the member concerned. The additional charges (such as charges for handling etc.) would be 15% of the net current published price of concerned material. However, in case of loss of rare material which is not available for reacquisition the member shall pay three times of the initial cost of the material.

2.6 A member can be denied loan of KAIR materials if there are three incidents of delay in returning the material in any slot of six months and/or materials issued are received back in torn/mutilated/damaged form.

### **3. Sharing of KAIR Resources**

The cost of KAIR material has been growing fast and therefore KAIR should make arrangements for developing linkages with other well established Institutions / Organizations for sharing KAIR materials with them on mutually agreed terms and conditions. The Director General is authorized to finalise MoA's and signing agreements in this regard.

### **4. Safeguarding of KAIR Material**

The Chairman KAIR Committee and Manager KAIR will ensure the following:

- (a) Proper arrangement to safeguard library materials from fire incidents
- (b) Proper rodent/ insecticide treatments will be undertaken periodically
- (c) Proper cleaning and maintenance of materials periodically
- (d) Exploring possibilities of installation of electronic surveillance system to avoid losses.

## Procedures for Acquisition of KAIR Materials

KAIR materials as per clause 13.3(1) of GFAR will consist of study and reference material in print, multimedia or electronic media or through any other means of knowledge resource dissemination like links to Consortiums of Knowledge Resource materials etc.

**1. Selection of materials for acquisition:** Requests for acquisition received from the core staff of the School and other sources shall be processed by the respective Directors who would make recommendations after assessing the suitability of the material and the amount of funds available to the Manager KAIR. Manager KAIR will route all such proposals periodically through Chairperson of KAIR Committee for decision by the Standing KAIR Committee.

**2. Procedure for Placing Orders for Acquisition:** The process of acquisition of material as approved under clause 1 above for different categories of sources of supply is given below.

- 2.1 From Government Sources:** Government Departments or Consortiums, National level Government funded Institutions / Organizations like IIPA, Central Universities, Institute of Economic Growth, IIMs, IITs, IIITs, INFLIBNET Centre, INDEST, IGNOU etc by placing direct orders to the source on terms and conditions specified by them.
- 2.2 From Book Fairs / Exhibitions:** Books could also be selected and ordered at Stalls of Book Fairs by the Core Staff authorized by the Director General. However, the rules of discounts as specified in subsection 3(1) will be applicable in all cases and payments shall be made only after delivery of the selected books at the School in Bhopal.
- 2.3 From Vendors:** The School will prepare a register of vendors for different categories of items after inviting applications through the website of the School on application form as prescribed by the School (see Annexure 1). Selection of Registered Vendors<sup>1</sup> will be undertaken after completion of a period of 30 days from appearance of the advertisement on the website. The Registered Vendors should meet the following requirements:

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<sup>1</sup> **Note:** The decision of the School to Register a vendor or not will be final and no applicant will have any right against such a decision. The School will have the sole right to cancel Registration of any Vendor for unsatisfactory services. No vendor registered by the School would have any claim whatsoever in matters of choice of any agency identified by the School for supply of material. Legal disputes if any shall be settled in Bhopal.

- a) For material in print, the vendors should be a member of the Federation of Publishers / Booksellers Association in India with an Income-Tax Permanent Account Number.
  - b) The vendor should have more than three years experience of supplying materials to institutions / organizations as indicated in subsection 2.1 above.
- 2.4** From other Vendors already supplying materials to Institutions indicated in subsection 2.1 above.
- 2.5** As far ***matter in multimedia and electronic media, e-books and e-Journals*** are concerned; School will take the services of Government Sponsored Consortiums such as INFLIBNET / INDEST etc. under their Associate membership scheme / Self support category /other schemes. For purchase of such materials, if not available with Government Sponsored Consortiums in the foregoing category, Standing KAIR Committee could decide about the source of acquisition of material with discount if available on case to case basis after a careful scrutiny. List of vendors registered for procurement of e-resources in INFONET, Ahmadabad and INDEST-IIT, Delhi will be considered as registered vendors for school also.

### **3. Rates and payment procedures for material in print (other than Journals / Periodicals):**

#### **3.1** Discounts on Rates for supply of printed material:

- a) All material in print likes books of Indian or foreign origin with the *exception of following categories*, will carry a discount of minimum of 10% on the publishers/printed cost.
- b) Central and State Govt. Publications: No discount.
- c) Short / no-discount titles published by societies / institutions considering that the suppliers work on a margin of 15%, the bill for such publications will be prepared as under:  
Purchase price = [Published price *minus* discount earned] *plus* handling charges in case of the overseas suppliers.
- d) Remaindered titles: 30% discount

#### **3.2** Payment Procedure for material in print:

- a) Only printed bills having registered name and TIN number of the vendor will be entertained.

- b) The vendor must submit publishers / dealers invoice as a price proof for the material supplied by him along with the bill.
- c) After completing the procedure of stock entry and assigning accession number, the bills will be processed for releasing the payment. The Manager (KAIR) will be the authorized person to initiate process for payment of the bills.
- d) Bills will only be processed for payment as long as the complete set of materials as mentioned in the supply order is received. In case of dispute in the supply of ordered materials, the decision of the Chairperson of the KAIR Committee will be final and binding to the supplier.
- e) Normally the payment of bills will be made after due processing within 15 (fifteen) days of stock entry of items, unless otherwise, there is a specific reason for such delay.
- f) In case of books priced in foreign currency, the vendor will be required to submit bills at the bank conversion rates, i.e. (State Bank of India) applicable on the date of actual supply of books. However, in case the vendors request for payment in foreign currency, then the transaction value of the currency on the day of supply will be charged. The guidelines of Reserve Bank of India under such circumstances will be treated as final and binding to all.

#### **4. Rates and Payment Procedures for Journals/Periodicals:**

##### **4.1 Rates for subscription of journals/periodicals:**

- a) Rates for Subscription of journals/periodicals will be as per the publisher's invoice, submitted by the Vendor. The invoice will include date of commencement of supply of journal with number and year of issue and period of supply. No handling charges will be paid on any subscription.
- b) Special lower prices, if any offered by the publisher for developing countries would be charged by the vendor.

##### **4.2 Payment Procedures for journals/periodicals:**

- a) The vendor shall make advance payment to the journals/periodicals ordered with the respective publishers immediately on receipt of the purchase order.
- b) Vendor would transfer the subscription amount electronically (wire transfer) and furnish the proof of transfer to the School along with his bills.
- c) In cases where electronic transfer are not possible, the vendor will furnish the following documents as proof of payment along with the bill for payment to the School: i) Publisher's Invoice / renewal notice; ii) details of remittance to the publishers (i.e. Draft Number, Date, Amount, Name of the Bank, Place) and copies of all forwarding documents indicating that the subscription is paid in the name of School of Good Governance & Policy Analysis, Bhopal for the specified period.
- d) The Invoices submitted by the vendor should be duly supported by all the documents as mentioned above.
- e) The payment of bills will be made after due processing within 15 (fifteen) days of stock entry of items, unless otherwise, there is a specific reason for such delay. For such delays, no interest would be payable on amount paid by the vendors to the publisher.
- f) Since the vendors are required to remit payment in advance, same rate will be applicable and no supplementary bills on account of increase in conversion rate would be entertained.
- g) Vendor shall take full responsibility for ensuring the delivery of all the issues of the journals subscribed through their agency. A grace period of 60 days can be allowed from the due date of journals/periodicals if the reason for delay is beyond the control of the vendor.
- h) In cases where any issue of journal/periodicals is not supplied to the School, vendor will be required to make proportionate refund for missing issues of journals.

#### **5. Rates and Payment Procedures for material in multimedia and electronic media:**

The process of acquisition and payment thereof shall be the same as provided in subsection 2.5 of this document.

Annexure-1

**School of Good Governance and Policy Analysis, Bhopal**

**Application form for Registration of Vendors**

1. Details of the Vendor / Supplier:

a) Name of the Vendor : \_\_\_\_\_

b) Postal Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) Telephone No. : (\_\_\_\_\_) STD Code (\_\_\_\_\_)

d) Fax No : (\_\_\_\_\_) STD Code (\_\_\_\_\_)

e) E-mail address : \_\_\_\_\_

f) Website if any : \_\_\_\_\_

2. Year of Establishment : \_\_\_\_\_

3. PAN/TAN No. : \_\_\_\_\_ PAN  
: \_\_\_\_\_ TAN

4. Annual Turnover (***Please attach Income Tax Returns certified copied showing turnover for the last three years:***)

(Rs. in Lakhs)

2006-2007	2007-2008	2008-2009

5. Names of Organizations / Institutions of National repute like Central Universities, IITs, IIMs etc. to whom supply has been made during the last three years:

- A. : \_\_\_\_\_  
\_\_\_\_\_
- B. : \_\_\_\_\_  
\_\_\_\_\_
- C. : \_\_\_\_\_  
\_\_\_\_\_

Please attach at least one copy of the latest purchase order from each of them. You could use additional sheets, if required.

6. Names of Major Publishers represented

a) Foreign

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

b) Indian Origin

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

*Please attach copies of official documents of the publishers in support of your claim. You could use additional sheets, if required.*

7. Subject Areas of your specialization for supply. *You could use additional sheets, if required.*

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

**Certification to be testified by the Vendor about acceptance of terms and conditions for supply**

- 1) We have not been black-listed or penalized for not fulfilling the terms and conditions of the supply orders placed by any Institution / Organization in the country including those mentioned under item a) above during the last 3 years from the date of application.
- 2) We have not been penalized by the Income Tax Department during last three years.
- 3) We understand the terms and condition of the School that "if a vendor has not fulfilled the order placed, the school can take action for black-listing, debarring or cancelling the registration of the vendor.
- 4) The Courts at Bhopal alone shall have the jurisdiction to decide and settle all the matter of any dispute.
- 5) We are life member of Federation of publishers/ Booksellers Association of India. Document in support to this effect is enclosed.
- 6) We certify that latest editions of books are supplied and current prices are charged.
- 7) We will ensure timely supply of journals/periodicals. The matters relating to non-receipt of issues will be taken up by us with the publishers and we will ensure that all the issues are supplied to the School.
- 8) We also understand that in cases where any issue of journal/periodicals is not supplied to the School, we will be required to make proportionate refund for missing issues of journals.

*Items 1)-4) shall be common for all vendors. Items 5)-6) are specific to suppliers of material in print, whereas items 7)-8) are specific to suppliers of journals and periodicals.*

**Declaration:** The information provided above is true to the best of my knowledge and belief. I shall be liable for action in case it is found that any fact has been suppressed or the information provided by us is found incorrect at any point of time. I undertake to intimate any change in the above information. I have carefully read the terms and conditions for registration and supply of books/journals/periodicals to the School of Good Governance and Policy Analysis, Bhopal and shall abide by them.

Signature: .....

Name:.....

Office seal

*Note: 1. The application for registration of vendor in the above format should be submitted on the letter-head of the vendor.*

*2. The application should be signed by the authorized signatory of the agency applying for the registration and should also bear the official seal.*