



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Government of Gujarat under Gujarat Act No. : 20 of 2007)

(Accredited with A+ Grade by NAAC)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/Central Library/Notification/2024/01

Date: 03/01/2024

Library – Procurement Operating Procedure with reference of Central library committee meeting (Meeting No: 02.2023, held on 1st December 2023) Minutes of Meeting ref. no.: GTU/Central Library/CLCM/02.2023/MOM/2024/79 w.e.f. 3rd January 2024

Library – Procurement Operating Procedure

1. Preamble:

In pursuit of academic excellence and fostering a dynamic learning environment, Gujarat Technological University recognizes the pivotal role of an updated and diverse library collection. The library resources purchase procedure aims to streamline the acquisition of cutting-edge educational materials, ensuring our students and faculties have access to the latest technological advancements. Through this systematic approach, we seek to enhance research capabilities, support innovative curriculum development, and empower the academic community with knowledge. This procedure embodies our commitment to cultivating a resource-rich environment that propels our institution to the forefront of technological education and research.

2. Procedure to determine the physical and e-resources requirement for procurement

- 2.1. Faculty members, Research scholars, associates, and other staff of the University can recommend the books for procurement through the Directors/Principals/Section head of the University.
- 2.2. If the enrolled students are concerned, the list must be forwarded to the librarian/library in charge by the Directors/Principals of the schools/constituent institutions based upon the recommendation of the faculty/supervisor of the students.
- 2.3. The librarian/Library in charge initiates the procurement procedure in various applicable categories per the norms in this document.

3. Identifications of the Panel of Distributors

- 3.1. The GTU-Central library will create a panel of book distributors by inviting "Expressions of Interest." The Expression of Interest will provide the eligibility requirements and detailed conditions for delivering the physical resources, i.e., books of various publishers with minimum discount rates.
- 3.2. The "Expression of Interest" documents shall be drafted by the library in charge in the first instance and placed before the library committee for approval before publishing it.
- 3.3. All submissions responding to the call for "Expression of Interest" shall be evaluated through a procedure determined by the competent authority.

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- 3.4. After such evaluation, a panel of eligible distributors shall be identified to supply the various categories of physical resources.

4. Mode of Various Procurement Categories

- 4.1. Procurement of the physical resources from the panel of distributors
- 4.2. Procurement of the physical resources from the publishers
- 4.3. Procurement of the physical resources from the e-commerce website
- 4.4. Procurement/subscription of the specific e-books
- 4.5. Procurement of the e-book repositories from the publishers
- 4.6. Procurement/subscription/renewal of the electronics resources

4.1. Procurement of the Physical Learning Resources from the panel of distributors.

- 4.1.1. The GTU-Central library shall send a list of books to be purchased to the panel of eligible distributors. While sending the list of books, the Librarian/Library in charge shall require the distributors on the panel to respond on the following points.
 - Availability of the books in ready stock
 - Discount being offered on the book (above the minimum quoted in the "Expression of Interest."
 - Time required for the delivery of the order.
- 4.1.2. The order shall be placed with distributors offering the highest discount.
- 4.1.3. In exceptional cases, like distributors offering the highest discount require more delivery time than another distributor with a discount difference of no more than 3%, an order can be placed to the distributors offering fast delivery with the approval of the competent authority and plausible reasons necessitating faster procurements.
- 4.1.4. If any empaneled distributors repeatedly fail to deliver the books within committed timeframes, it shall be grounds for removal from the panel of the eligible distributors' list.

4.2. Procurement of the Physical Learning Resources from the Publishers.

- 4.2.1. When the distributors on the panel cannot supply the required books, the Librarian/Library in charge shall directly approach the publishers to purchase the book's physical copy.
- 4.2.2. However, suppose the publisher cannot supply the book now. In that case, books can be bought by its identified distributors even though they are not on the panel distributors list, with the approval of the competent authority.

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4.3. Procurement of the Physical Learning Resources from the e-commerce website.

- 4.3.1. Procurement of the physical learning resources from the e-commerce website shall be permitted in the following cases with the necessary authorization of the competent authority based on the justification provided by the library in charge.
- 4.3.2. When the single order cost is less than Rs. 15000 and books need to be procured urgently.
- 4.3.3. The price comparison from the publisher's website needs to be done. If the price is unavailable on the publisher's website, the price can be ascertained through email communication, and such communication will be attached with an authorization request.
- 4.3.4. The payment of such procurement shall be through the debit/credit card issued in the name of the librarian/Library in charge. It can be reimbursed on delivery of the books or adjusted with the advanced petty cash given to the library in charge.

4.4. Procurement/subscription of the specific e-books

- 4.4.1. The procurement of the specific e-books is permitted directly from the publishers/e-book aggregators by placing the order on their authenticated web platform.
- 4.4.2. In such cases, the librarian/Library in charge shall endeavor to negotiate the most liberal terms for accessing and using the electronic copy of the book.
- 4.4.3. Procurement of such e-books shall be undertaken only when there is a specific request for the electronic copy received by the librarian/library in charge from the faculties with the approval of the competent authority.

4.5. Procurement of the e-book repositories from the Publishers'

- 4.5.1. For the procurement of e-book repositories from certain publishers, the Librarian/Library in charge shall place such a proposal that is received for the consideration of the library committee.
- 4.5.2. Proposals can either be sought from the publishers (or their specified distributors), or they can be unsolicited proposals.
- 4.5.3. In placing such proposals before the library committee, the Librarian/Library in charge shall highlight the terms of access for the books in the particular repository.



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4.6. Procurement/subscription/renewal of the electronics resources

- 4.6.1. In procurement/subscription/renewal of the electronics resources, like research databases, e-journals, magazine subscriptions, e-books, and other discovery service to GTU central library of all kinds, the Librarian/Library in charge shall compare the subscription rates being quoted with at least 03 of the same cadre/tier state/national level universities to ensure parity or, if available, the negotiated rates with the e-SodhSindhu (eSS) consortium INFLIBNET. Such a comparison needs to be placed before the library committee for approval.
- 4.6.2. While comparing with the same cadre/tier state/national level universities, the number of users and subscription years need to be considered to reach the per-user subscription charge.
- 4.6.3. In negotiating subscription rates, the Library / Library in charge shall endeavor to avoid single-year subscription models, and there shall be a preference for multi-year models.

5. Financial Power for resource procurement

- 5.1. To procure the various physical and electronic resources under the mentioned category, the competent authority of approval will be as follows:
 - The single order price is up to the limit of Rs. 15000.00; the librarian/Library in charge is the competent authority to sanction the procurement by following the procedure outlined in this policy in appropriate categories.
 - The single order price is above Rs. 15000.00 and up to Rs 50000.00; the Registrar is the competent authority to sanction the procurement by following the procedure outlined in this policy in appropriate categories.
 - The single order price is above Rs. 50000.00 and up to Rs 200000.00; the Hon'ble Vice-Chancellor is the competent authority to sanction the procurement by following the procedure outlined in this policy in appropriate categories.
 - The single order price is above Rs. 200000.00; approval must be taken from the library committee for the procurement by following the procedure outlined in this policy in appropriate categories.



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6. Power of removal of difficulties

6.1. The power to remove any difficulties arising from the abovementioned provisions shall be with the Hon'ble Vice-chancellor of the University.

7. Review of the procurement policy

7.1. The procurement policy shall be reviewed as and when required but must be reviewed once every two years.

