

To

for college website

Memo No.GCWH/Lib-21/ 4496

Dated: 8/11/2021

Subject:

Quotation for the approval of maximum discount rates only (not any firm) regarding purchase of books for college library during session 2021-22.
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Sealed quotations were invited for the approval of maximum discount rates for the purchase of books during the session 2021-22 vide this office letter no.GCWH/Lib-21/4433-44 dated 27.10.2021. The quotation should be strictly according to the prescribed categories (as a copy attached herewith at annexure-1). Other categories shall not be considered.

Last date for receipt of quotation is extended up to 15.11.2021.

The words "Quotation for Library Books" should be written on the top of the envelope. The terms and conditions for the supply of library books are given below:

1. The books should be supplied F.O.R. Govt. College for women, Hisar.
2. The books should be supplied as per order otherwise these will be returned at your risk and cost.
3. The books will be supplied within ten days after the placement of supply order.
4. The price charged must be published or quoted on each book.
5. Price should be indicated in original currency and these should be converted according to the approved conversion rates as per the latest report of the Goods Offices Committee, New Delhi.
6. The books of latest edition are to be supplied.
7. Before quoting the discount rates you must ensure yourself that you can supply all required books as per supply order within prescribed time. If any part of supply or supply remains pending after the due date the supplier has to produce the reason for that otherwise that firm will be blacklisted.

Note: The undersigned reserves the right to cancel any or all the quotations without assigning any reason.

I. The institution approved rates only not any firm for the supply of books.

II. The undersigned reserves the right to purchase the books from any firm on the maximum discount approved rates. Any conditional quotation will not be accepted.

Enclosure: as said above.

Hanish
8/11/21
Senior Librarian
Govt. College for women, Hisar

8/11/21
Principal
Govt. College for women, Hisar

Annexure-I

Categories for the supply of books
Session 2021-22

Sr. No.	Category	Maximum Discount Rate
1	Shilling Priced Books	
2	Dollar Priced Books	
3	Indian Priced Books including text books in all subjects recommended by head of department of concerned subject	
4	Indian Priced Books reference and general books in English & Hindi medium etc.	
5	Music Books (text and reference both)	
6	Text Books Published by Govt. Deptt. NCERT/Uni./Board etc.	
7	General and reference books published by Govt. Deptt. NCERT/Uni./Board etc.	
8	Hindi Language Books	i. Literary and Criticism
		ii. General and fiction
9	English Language Books	i. Literary and Criticism
		ii. General and fiction
10	Sanskrit Language Books	i. Literary and Criticism
		ii. General and fiction

Harish
Senior Librarian
Govt. College for women, Hisar

Principal
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