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KERALA AGRICULTURAL UNIVERSITY

Kelappaji College of Agricultural Engineering & Technology, Tavanur – 679 573

No. C2/601/2021

Dated: 02.03.2021

From

The Dean of Faculty (Agrl. Engg.)

To

Book Sellers

**Sub:-** KCAET Tavanur – purchase of books under KAU Book Bank Scheme  
2020-21 – quotation invited - reg.

**Ref:-** Arising

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This college requires books as per the list attached for Book Bank Scheme 2020- 21.  
Sealed quotations are invited, observing the following terms and conditions.

1. The terms and conditions prescribed by Goods Offices Committee from time to time should be applicable to all books.
2. The discount being offered should be distinctively shown in the quotation
3. The quotations should reach this office before **3 pm** on **17.03.2021** and the quotation will be opened at **3.30 pm** on the same day.
4. Late and defective quotations will not be accepted.
5. The envelope containing the quotation should be superscribed with “**Quotation for the supply of books for “Book Bank Scheme 2020-21” as per order no. C2-601/2021**” and addressed to the Dean of Faculty (Agrl.Engg),KCAET, Tavanur,Malappuram(Dt), Pin.679573
6. The rates quoted should be inclusive of all taxes and other charges if any.Conversion rates will be effective as on the date of the bill as per Good Offices Committee circular.Acoply of the GOC circular should be attached with the bill.
7. All the books ordered should be supplied or confirmation should be given to the library within 30days from the receipt of supply order.
8. Should supply only the latest editions unless otherwise specifically mentioned. Suppliers should stamp the following in the bill itself, 'All books supplied as per this invoice/bill are the latest editions of the concerned publishers'
9. Suppliers should provide Income Tax PAN on the bill.
10. Should append a declaration on the bill to the effect that the prices have been correctly charged in accordance with the publishers catalogue/invoice.
11. Should attach photocopy of the publishers' catalogue or the publishers' invoice as price proof.
12. All books should be supplied in the library at the expenses of the firm.
13. All rules related to Government quotations will be applicable in this case also.

Yours faithfully,

Sd/-

Dean of Faculty(Agrl. Engg)

Encl. The list (90 titles)

Copy to: Sri.K.Harris, Reference Assistant i/c Library.