



# RAJIV GANDHI UNIVERSITY ITANAGAR

Dated the 19<sup>th</sup> Feb 2019

No. Lib-22/LCM-2003-06(Vol-III)

To,

M/s. Hi-Tech Pub & Dist,  
45407/7, Ansari Road, Daryaganj,  
New Delhi 110 002  
E mail: hitechpub@rediffmail.com

Dear Sir/Madam,

This is to request you to supply the following books as per the list enclosed to this Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books. The supply of books must be restricted to budget earmarked against their departments. Department of Zoology 2 lakhs and Department of Mass Communication 3 lakhs.

1. Only one copy of each book is to be supplied, except mentioned otherwise.
2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest GOC report, for the price in case of foreign publication. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN Xerox copy, GST letter, Bank A/C No with IFSC or cancelled cheque copy.
4. The supply must be made through any other transport up to the University Library (DOOR DELIVERY). Freight must be pre-paid.
5. If supply is made by post the books should be sent per registered post only VPP will not be accepted.
6. Bills should be submitted in triplicate as per serial given on the book-list enclosed.
7. The Books supplied must be physically in order; otherwise these will be rejected and returned to you at your own cost.
8. The Books must be supplied within the stipulated date otherwise order may be treated as cancelled without any intimation.
9. Numbers of titles are to be supplied as mentioned in the enclosed list. No extra title copy will be entertained.
10. If you are unable to supply the books a line of reply will be appreciated.
11. Minimum 20% discount must be allowed.

Kindly acknowledge the receipt of this Supply Order.

Enclosed: Book List.

Sincerely yours

(Librarian)



S.O. 95

**RAJIV GANDHI UNIVERSITY  
RONO HILLS, ITANAGAR**

No. Lib-22/LCM-2003-06(Vol-III)

Dated the 19<sup>th</sup> Feb 2019

To,

**M/s. Momentum Pub & Distributors,  
4575/15, Ansari Road, Daryaganj,  
New Delhi 110 002**

**E mail: momentumpub@gmail.com**

Dear Sir/Madam,

This is to request you to supply the following books as per the list enclosed to this Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books. The supply of books must be restricted to budget earmarked against their departments. **Department of AITS 1 lakh and Department of Anthropology 2 lakhs. Dept of Electronics & Communication 2 lakhs.**

1. Only one copy of each book is to be supplied, except mentioned otherwise.
2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest GOC report, for the price in case of foreign publication. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN Xerox copy, GST letter, Bank A/C No with IFSC or cancelled cheque copy.
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9. Numbers of titles are to be supplied as mentioned in the enclosed list. No extra title copy will be entertained.
10. If you are unable to supply the books a line of reply will be appreciated.
11. Minimum 20% discount must be allowed.

Kindly acknowledge the receipt of this Supply Order.

Enclosed: Book List.

Sincerely yours

*[Signature]*



# RAJIV GANDHI UNIVERSITY RONO HILLS, ITANAGAR

Dated the 19<sup>th</sup> Feb 2019

No. No. A/ECO-B/2007

Dear Sir/Madam,

To,  
M/s. North Eastern Book Suppliers & Distributors  
Near Hemangini College, National Highway  
Silchar 788 005, Assam  
E-mail ID: jitenree.nebooks@gmail.com

This is to request you to supply the following books as per the list enclosed to this Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books. The supply of books must be restricted to budget earmarked against their departments. **Department Economics 1 lakh.**

1. Only one copy of each book is to be supplied, except mentioned otherwise.
2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest GOC report, for the price in case of foreign publication. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN Xerox copy, GST letter, Bank A/C No with IFSC or cancelled cheque copy.
4. The supply must be made through any other transport up to the University Library (DOOR DELIVERY). Freight must be pre-paid.
5. If supply is made by post the books should be sent per registered post only VPP will not be accepted.
6. Bills should be submitted in triplicate as per serial given on the book list enclosed.
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8. The Books must be supplied within the stipulated date otherwise order may be treated as cancelled without any intimation.
9. Numbers of titles are to be supplied as mentioned in the enclosed list. No extra title copy will be entertained.
10. If you are unable to supply the books a line of reply will be appreciated.
11. Minimum 20% discount must be allowed.

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Enclosed: Book List.

Sincerely yours



(Librarian)



RAJIV GANDHI UNIVERSITY  
RONO HILLS, ITANAGAR

Dated the 7<sup>th</sup> January 2019

No. Lib/Geology-113/2017

To,

M/s. South-Eastern Book Agencies  
No. 12, Kuhiram Path, Ambikagiri Nagar,  
Zoo Road, Guwahati, 781024 Assam

Dear Sir/Madam,

This is to request you to supply the following books as per list enclosed to this Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books.

1. Only one copy of each book is to be supplied, except mentioned otherwise.
2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest GOC report, for the price in case of foreign publication. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN Xerox copy, GST letter, Bank A/C No with IFSC or cancelled cheque copy.
4. The supply must be made through transport up to the University Library (DOOR DELIVERY). Freight must be pre-paid.
5. If supply is made by post the books should be sent per registered post only VPP will not be accepted.
6. Bills should be submitted in triplicate as per serial given on the book list enclosed.
7. The Books supplied must be physically in order; otherwise these will be rejected and returned to you at your own cost.
8. The Books must be supplied within the stipulated date otherwise order may be treated as cancelled without any intimation.
9. Numbers of titles are to be supplied as mentioned in the enclosed list. No extra title copy will be entertained.
10. If you are unable to supply the books a line of reply will be appreciated.
11. Minimum 20% discount is allowed.

Kindly acknowledge the receipt of this Supply Order.

Enclosed: Book List.

Sincerely yours

  
(Librarian) 07/01/2019.

Office copy.

(Supply order sent)



**RAJIV GANDHI UNIVERSITY  
RONO HILLS, ITANAGAR**

Dated the 19<sup>th</sup> Feb 2019

No. Lib-22/LCM-2003-06(Vol-III)

To,

**M/s. University Book House**

**79, Chaurasta, Jaipur**

**E-mail: unibookhouse@gmail.com**

Dear Sir/Madam,

This is to request you to supply the following books as per the list enclosed to this Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books. The supply of books must be restricted to budget earmarked against their departments. Department of Commerce 1 lakh.

1. Only one copy of each book is to be supplied, except mentioned otherwise.
  2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
  3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest GOC report, for the price in case of foreign publication. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN Xerox copy, GST letter, Bank A/C No with IFSC or cancelled cheque copy.
  4. The supply must be made through any other transport up to the University Library (DOOR DELIVERY). Freight must be pre-paid.
  5. If supply is made by post the books should be sent per registered post only VPP will not be accepted.
  6. Bills should be submitted in triplicate as per serial given on the book list enclosed.
  7. The Books supplied must be physically in order; otherwise these will be rejected and returned to you at your own cost.
  8. The Books must be supplied within the stipulated date otherwise order may be treated as cancelled without any intimation.
  9. Numbers of titles are to be supplied as mentioned in the enclosed list. No extra title copy will be entertained.
  10. If you are unable to supply the books a line of reply will be appreciated.
  11. Minimum 20% discount must be allowed.
- Kindly acknowledge the receipt of this Supply Order.

Enclosed: Book List.

**Sincerely yours**

*[Signature]*

(Librarian)



*Supply*

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**RAJIV GANDHI UNIVERSITY  
RONO HILLS, ITANAGAR**

Lib-22/LCM-2003-06 (vol.III)

Dated 19/02/2020

To,

Aadi Books  
39/18, Shakti Nagar  
New Delhi, 110007

Dear Sir/Madam,

This is to request you to supply Books for the Departments as per list enclosed to this mail, to the Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books. The existing fund for these Departments for procurement of books has been reflected in the mail attachment.

1. The mentioned copy of each book is to be supplied only.
2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest GOC report, for the price in case of foreign publication. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN Xerox copy, GST letter, Bank A/C No with IFSC or cancelled cheque copy.
4. The supply must be made through any other transport up to the University Library (DOOR DELIVERY). Freight must be pre-paid.
5. If supply is made by post the books should be sent per registered post only VPP will not be accepted.
6. Bills should be submitted in triplicate as per serial given on the book list enclosed.
7. The Books supplied must be physically in order; otherwise these will be rejected and returned to you at your own cost.
8. The Books must be supplied within the stipulated date otherwise order may be treated as cancelled without any intimation.
9. Numbers of titles are to be supplied as mentioned in the enclosed list. No extra title copy will be entertained.
10. If you are unable to supply the books a line of reply will be appreciated.
11. Minimum 20% discount is allowed.

Kindly acknowledge the receipt of this Supply Order.  
Enclosed: Book List

Sincerely yours

(Professor in charge Library)

# Fund allocation

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## Fund Allocation

Sl No	Departments	Fund allocation	Remarks
1.	Social Work	1 lakh	Aadi Books, New Delhi
2.	Anthropology	1 lakh	Aadi Books
3.	AIIS	1 lakh	Aadi Books
4.	History	1 lakh	Aadi Books
5.	Economics	1 lakh	Aadi Books
6.	Political Science	1.00 lakh	Aadi Books
7.	Law	2.00 lakh	Aadi Books
8.	Education	1.5 lakh	Aadi Books
9.	National Security Studies	58,000/-	Aadi Books
10.	Mass Communication	1.00 lakh	Aadi Books
11.	Library and Information Science	1.00 lakh	Aadi Books
12.	Physical Education	1.00 lakh	Aadi Books
13.	Music and Fine Arts	1.00 lakh	Aadi Books
14.	Management	1.00 lakh	Aadi Books
15.	Psychology	1.00 lakh	Aadi Books
16.	Women Studies	25,000.00	Aadi Books



RAJIV GANDHI UNIVERSITY  
RONO HILLS, ITANAGAR

No. Lib-124/Hindi/2020

Dated (r) 16/2020

To

M/s. Jadica Publishers and Distributors Pvt. Ltd.

7/31, Ansari Road, Daryaganj

New Delhi, 110002

ipajilbooks@yahoo.co.in

Subject: Supply of Books

Dear Sir Madam,

This is to request you to supply the following books as per list enclosed to this Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books. The existing fund for procurement of books for the various Dept. of Hindi Books is Rs. 2, 65, 000/- (Rupees two lakh, sixty five thousand) only.

1. The mentioned copy of each book is to be supplied only. The Books published from Commission for Scientific & Technical terminology, MHRD, Govt. of India should be supplied 3 (three) copies each, Books from non Govt. publishers must be supplied 1 (one) copy each.
2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest G.O. report for the price in case of foreign publications. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN, Xerox copy, GST letter, Bank AC No with IFSC or cancelled cheque copy.
4. The supply must be made through any other transport up to the university library (BOOK DELIVERY). Freight must be pre-paid.
5. If supply is made by post the books should be sent per registered post only. V.P. will not be accepted.
6. Bills should be submitted in triplicate as per serial given on the book list enclosed. The Page Layout of the Bills must be in Portrait. Bills in Landscape orientation will not be accepted.
7. The books supplied must be physically in order; otherwise these will be rejected and returned to you at your own cost.
8. The books must be supplied within the stipulated date otherwise order may be treated as cancelled without any intimation.
9. Numbers of titles are to be supplied as mentioned in the enclosed list. No extra title copy will be entertained.
10. If you are unable to supply the books a line of reply will be appreciated.
11. Minimum 20% discount is allowed.

Kindly acknowledge the receipt of this Supply Order.

Enclosed: Book List

Sincerely yours

Professor in-charge (Library)

2020/07/16





RAJIV GANDHI UNIVERSITY  
RONO HILLS, ITANAGAR

Dated 12/02/2020

No. Lib/NSS/119/2019

To,

Indica Publishers and Distributors  
7/31, Ansari Road, Dryaanj  
New Delhi, 110002  
ipdplbooks@yahoo.co.in

Dear Sir/Madam,

This is to request you to supply the following books as per list enclosed to this Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books. **The existing fund for procurement of books for the Dept. of National Security Service (NSS) is Rs. 2, 43,773/- (Rupees two lakh, forty three thousand seven hundred seventy three) only.**

1. The mentioned copy of each book is to be supplied only.
2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest GOC report, for the price in case of foreign publication. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN Xerox copy, GST letter, Bank A/C No with IFSC or cancelled cheque copy.
4. The supply must be made through any other transport up to the University Library (DOOR DELIVERY). Freight must be pre-paid.
5. If supply is made by post the books should be sent per registered post only VPP will not be accepted.
6. Bills should be submitted in triplicate as per serial given on the book list enclosed.
7. ~~The Books supplied must be physically in order; otherwise these will be rejected and returned to you at your own cost.~~
8. The Books must be supplied within the stipulated date otherwise order may be treated as cancelled without any intimation.
9. Numbers of titles are to be supplied as mentioned in the enclosed list. No extra title copy will be entertained.
10. If you are unable to supply the books a line of reply will be appreciated.
11. Minimum 20% discount is allowed.

Kindly acknowledge the receipt of this Supply Order.  
Enclosed: Book List

*[Signature]*  
12/02/20

Sincerely yours  
(Professor in charge Library)

Supply order



RAJIV GANDHI UNIVERSITY  
RONO HILLS, ITANAGAR

Lib-22/LCM-2003-06 (vol.III)

Dated 19/02/2020

To,

Metro Books Pvt. Ltd  
20/4637 Ansari Road,, Daryaganj  
New Delhi, 110002

Dear Sir/Madam,

This is to request you to supply Books for the Departments as per list enclosed to this Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books. **The existing fund for these Departments for procurement of books has been reflected in the mail attachment.**

1. The mentioned copy of each book is to be supplied only.
2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest GOC report, for the price in case of foreign publication. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN Xerox copy, GST letter, Bank A/C No with IFSC or cancelled cheque copy.
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Kindly acknowledge the receipt of this Supply Order.  
Enclosed: Book List

Sincerely yours

(Professor in charge Library)



2 A

# Budget and Fund Allocation to Different Departments for Procurement of Books 2019-20

SI No	Departments	Fund allocation	Remarks
1 ✓	Physics	1.5lakh	
2 ✓	Chemistry	1.5lakh	
3 ✓	Mathematics	1.5lakh	
4 ✓	Botany	1.5lakh	
5	Zoology ✓	1.5lakh	
6	Statistics ✓	1.5lakh	
7	Food Technology ✓	1.5lakh	
8	Commerce	1 lakh	
9 ✓	Computer Science & Engg.	1 lakh	
10 ✓	Electronic & Communication Engg.	1 lakh	
11 ✓	Geology	1 lakh	
12 ✓	Geography	1 lakh	
13 ✓	Hindi	1 lakh	
14 ✓	English	1 lakh	
15 ✓	Sociology	1 lakh	
16 ✓	Social Work	1 lakh	
17 ✓	Anthropology	1 lakh	
18 ✓	AIIS	1 lakh	
19 ✓	History	1 lakh	
20 ✓	Economics		

P.T.O.

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2B

SI No	Departments	Fund allocation	Remarks
21	Political Science ✓	1.00 lakh	
22	Law ✓	2.00 lakh	
23 ✓	Education ✓	1.00 lakh	
24 ✓	National Security Studies ✓	2.5 lakh	
25	Mass Communication ✓	1.00 lakh	
26	Library and Information Science ✓	1.00 lakh	
27	Physical Education ✓	1.00 lakh	
28	Music and Fine Arts ✓	1.00 lakh	
29	Management ✓	1.00 lakh	
30	Psychology ✓	1.00 lakh	
31	Women Studies ✓	25,000.00	
32	Agricultural Sciences		
	i. Extension Agriculture ii. Agricultural Economics iii. Dairy Science/ Vetenary Sc. iv. Soil Science v. Antomology/ Agri Zoology vi. Agri Botany vii. Agri Engg. viii. Agronomy ix. Genetics& Plant Breeding x. Hoticulture xi.Plant Pathology/ Micology	11x1.5= 16.5 lakh	
	Total=	52.75 Lakh	

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*Supply order*

(10)



RAJIV GANDHI UNIVERSITY  
RONO HILLS, ITANAGAR

Lib-22/LCM-2003-06 (vol.III)

Dated 19/02/2020

To,

Rishabh Books  
22/4735, Prakash Deep Building  
Ansari Road, Daryaganj  
New Delhi, 110002

Dear Sir/Madam,

This is to request you to supply Books for the Department of Physics, Chemistry, Mathematics, Botany, Zoology, Statistics, Food Technology, Commerce, Computer Science & Engg, Electronic & Communication Engg, Geology, Geography, Hindi, English, Sociology as per list enclosed to this Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books. The existing fund for these Departments for procurement of books has been reflected in the mail attachment.

1. The mentioned copy of each book is to be supplied only.
2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest GOC report, for the price in case of foreign publication. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN Xerox copy, GST letter, Bank A/C No with IFSC or cancelled cheque copy.
4. The supply must be made through any other transport up to the University Library (DOOR DELIVERY). Freight must be pre-paid.
5. If supply is made by post the books should be sent per registered post only VPP will not be accepted.
6. Bills should be submitted in triplicate as per serial given on the book list enclosed.
7. The Books supplied must be physically in order; otherwise these will be rejected and returned to you at your own cost.
8. The Books must be supplied within the stipulated date otherwise order may be treated as cancelled without any intimation.
9. Numbers of titles are to be supplied as mentioned in the enclosed list. No extra title copy will be entertained.
10. If you are unable to supply the books a line of reply will be appreciated.
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Kindly acknowledge the receipt of this Supply Order.  
Enclosed: Book List

Sincerely yours

(Professor in charge Library)

# Fund Allocation of 15 (Fifteen Departments)

SI No	Departments	Fund allocation	Remarks
1	Physics	1.5lakh	Rishabh Books, New Delhi
2	Chemistry	1.5lakh	Rishabh Books
3	Mathematics	1.5lakh	Rishabh Books
4	Botany	1.5lakh	Rishabh Books
5	Zoology	1.5lakh	Rishabh Books
6	Statistics	1.5lakh	Rishabh Books
7	Food Technology	1.5lakh	Rishabh Books
8	Commerce	1 lakh	Rishabh Books
9	Computer Science& Engg.	1 lakh	Rishabh Books
10	Electronic& Communication Egg.	1 lakh	Rishabh Books
11	Geology	1 lakh	Rishabh Books
12	Geography	1 lakh	Rishabh Books
13	Hindi	1 lakh	Rishabh Books
14	English	1 lakh	Rishabh Books
15	Sociology	1 lakh	Rishabh Books





# RAJIV GANDHI UNIVERSITY RONO HILLS, ITANAGAR

Dated the 19<sup>th</sup> Feb 2019

No. Lib-22/LCM-2003-06(Vol-III)

To,

**M/s. University Book House**

**79, Chaurasta, Jaipur**

**E-mail: unibookhouse@gmail.com**

Dear Sir/Madam,

This is to request you to supply the following books as per the list enclosed to this Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books. The supply of books must be restricted to budget earmarked against their departments. Department of Botany 2 lakhs.

1. Only one copy of each book is to be supplied, except mentioned otherwise.
2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest GOC report, for the price in case of foreign publication. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN Xerox copy, GST letter, Bank A/C No with IFSC or cancelled cheque copy.
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11. Minimum 20% discount must be allowed.

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**Sincerely yours**

(Librarian)



# RAJIV GANDHI UNIVERSITY RONO HILLS, ITANAGAR

No. Lib-22/LCM-2003-06(Vol-III)

Dated the 19<sup>th</sup> Feb 2019

To,

**M/s. University Book House**  
**79, Chaurasta, Jaipur**  
**E-mail: unibookhouse@gmail.com**

Dear Sir/Madam,

This is to request you to supply the following books as per the list enclosed to this Library within a fortnight/ month of the above mentioned date on the below mentioned terms and conditions. Please note that if any discrepancy is found in supply, you will be responsible for it and you will have to bear the cost of returning the books. The supply of books must be restricted to budget earmarked against their departments. Department of Chemistry 3 lakhs

1. Only one copy of each book is to be supplied, except mentioned otherwise.
2. Books of the latest edition are to be supplied, except mentioned otherwise. Certificate to that effect must be given on the body of the bill.
3. The price should be indicated in the original currencies. These should be converted in accordance with the approved conversion rate. Enclosed latest GOC report, for the price in case of foreign publication. In case if you fail to supply the same your PAN may be mentioned on your bill. Along with your bill kindly attach PAN Xerox copy, GST letter, Bank A/C No with IFSC or cancelled cheque copy.
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11. Minimum 20% discount must be allowed.

Kindly acknowledge the receipt of this Supply Order.

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