No. LII-18/2011-12 (Liby)

To

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Dear Sir,

Please find enclosed herewith a list of books required for our library. You are requested to furnish us with the information given below:

1. Availability in your ready stock.
2. Cost of single copy (in foreign & in Indian currency)
3. Total Cost
4. Maximum discount admissible to us for their purchase per item.
5. Edition, year or expected date of publication.
7. Whether Hard bound or Paper Bound
8. Expected date of supply of these publications.

We accept books on Bank conversion rates (as appearing in the RBI's website) of the date when the bill is raised.

Please mention on Envelop Quotations No. and due date.

Your reply must reach the undersigned immediately in a sealed envelope mentioning quotation number but not later than 24 MAR 2012.

Yours faithfully

K.P. SINGH
Chief Librarian

End: List of Books

DR. CHITRA SARKAR
Chairperson/Library