

Post Graduate Department of Economics
University of Kashmir, Hazratbal, Srinagar-190006
(NAAC Re-accredited Grade A')

Prof. & Head

Ref. No. F (class of books/purchase) X 01/23

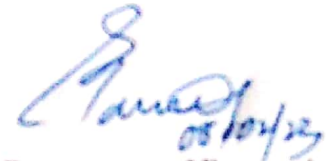
Dated. 08/02/2023

Circular

List of books for supply to the Department of Economics for the financial year 2022-23.

All the empaneled book suppliers are required to send proforma invoice physically and on the following e-mail address. Please go through all the conditions of the supply order annexed here with. The last date of Submission of the invoice is extended upto 11th Feb, 2023.

Email address:- hodeconomics@kashmiruniversity.ac.in


08/02/23

Head, Departemnt of Economics

Important points to be followed for procurement of books for the financial year 2022-23

The following points are to be taken into consideration while placing the orders:

1. The suppliers have to provide a minimum uniform discount of 27.72% on all printed books (hard bound/paper back/National/International), out of which 5% is to be paid by them towards Library Development Fund.
2. The Heads/Directors/Coordinators of all the Departments, Directorates and Campuses shall ensure that the supply orders are not placed with just one supplier only but in a rational manner and no single supplier gets supply orders for more than 30% of the total budget allocated for books. By this way, all suppliers will get a chance to supply books to different departments without any bias.
3. The Heads/Directors/Coordinators of all the Departments, Directorates and Campuses shall seek proforma invoice (through emails and physically) first from different book suppliers with time limit of 2 to 3 days only for the list of books to be procured, specifying quantity and particular timeframe of supply. By this way, the Heads/Directors/Coordinators shall be able to check the supply position and availability of books from different book suppliers and the orders can be placed accordingly with the supplier deemed to be satisfactory. The book suppliers shall also become liable to supply the specified quantity of books within stipulated time.
4. All Heads/Directors/Coordinators of all the Departments, Directorates and Campuses shall ensure that proper supply orders are issued to the book suppliers after receiving proforma invoices. Mere sharing of lists of books with the empanelled book suppliers will not entitle any book supplier to supply books and shall not be treated as supply orders.
5. All Heads/Directors/Coordinators of all the Departments, Directorates and Campuses shall ensure the total supply of more than 90% is made by each supplier to which order has been placed as per proforma invoice.
6. The Heads/Directors/Coordinators of all the Departments, Directorates and Campuses shall direct the book suppliers to keep publisher's price proof of all those books attached which don't any have printed price, failing which those books shall not be processed for payment by the library and shall be deducted from the bills. The responsibility of taking back those non-processed books within 15 days shall lie on the book suppliers only.
7. All rules/notifications/taxations along with terms and conditions of empanelment as per procedure in vogue shall be binding upon all the book suppliers.
8. In case of any further clarification or query, the Acquisition Section of the Allama Iqbal Library may be contacted.

Dated: 25-01-2023

Sd/-
Librarian