

From

The Librarian,  
T. S. Central State Library,  
Sector 17, Chandigarh.

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Memo No. **CSL – 17/2018/1508 - 1580 , Dated 4/10/2018**

**Subject: Supply of books on approval in English, Hindi, Punjabi and Urdu to be purchased under RRRLF, Matching Scheme for the financial year 2018-19.**

Please supply one copy each of the latest title (except Text Books) on approval.

**INSTRUCTIONS TO BE FOLLOWED:**

**i) Please supply the list of titles in the format given below in hard (2 copies) and soft copy (MS –Excel). The titles in Hindi , Punjabi, Urdu should be written in Roman English.**

**NO APPROVAL WILL BE ACCEPTED WITHOUT SOFT COPY.SOFT COPY SHOULD BE SUBMITTED THROUGH EMAIL at [cslaqu17@gmail.com](mailto:cslaqu17@gmail.com) and specify the subject as books on approval 2018-19 in email.**

**Format:**

**Name and address of the supplier M/s.-----**

Sr. No.	Author	Title	Language	Year of Pub.	P.B/H.C	Price per copy

ii) Titles should not be more than three year old.

iii) Books already supplied by you under the scheme to this library should not be sent again.

iv) No remainder title should be sent.

v) Every book must have price printed on it. The price must tally with the approval list and should not be changed at the time of submission of bills.

vi) Each book must have the stamp of the supplier or distinct mark for identification. Books are to be supplied at T. S. Central State Library, Chandigarh through representative.

vii) Rejected books should be collected at your own expense by the given date otherwise the same will be donated to the desired institutes.

viii) Other terms and conditions will be those of RRRLF Kolkata. At present discount rate is 10% for all publications.

ix) Last date for the receipt of books in the Library is **25<sup>th</sup> Oct 2018 upto 5.00 pm.**

**THE BILL MAY BE SUBMITTED ONLY ON RECEIPT OF ORDER FROM THIS LIBRARY FOR SELECTED TITLES ONLY. THE BILLS MUST HAVE PROPER BILL NUMBER, ORDER NUMBER , PAN CARD, BANK ACCOUNT DETAILS, COMPLETE ADDRESS WITH PIN CODE NUMBER OF THE PAYEE AS THE PAYMENTS ARE TO BE RELEASED THROUGH ECS ONLY.**

**NOTE:**

*i) Please supply not more than \_\_\_\_ books.*

*ii) Please don't bring the books of other suppliers as these will not be accepted.*

*iii) The Library remains closed only on Gazetted holidays and Sundays.*

*iv) For any other clarification and information, please feel free to call at 0172-2702565 or e-mail at [cslaqu17@gmail.com](mailto:cslaqu17@gmail.com)*

Librarian  
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Sector-17, Chandigarh.