

# UNIVERSITY OF CALCUTTA



No. PYC<BA&F>/23/0715

Dated, the 16<sup>th</sup> July'2015

## MEMORANDUM

In continuation of the Memorandum No. PVC (B.A. & F)/17/0615 dated 19.06.2015 regarding purchase procedure, it is to be noted that necessity of calling for tenders or quotations in respect of purchase of Books, Journal and Periodicals etc. is not required.

Regarding purchase of Books, Publications and periodicals etc. for the libraries of the University, purchase procedure to be followed as approved by the Syndicate of the University time to time following recommendations of the Library Committee.

The existing rule is as follows:

“The discount on the books to be purchased for the libraries of the University be of 20% instead of the existing rate of a minimum of 15% with effect from 10<sup>th</sup> September, 2012. In case of foreign publications the conversion rate will be fixed as per Reserve Bank of India notifications. For ‘no discount’ titles of Central and State Govt. or similar publications, the supplier may claim 10% handling charges.”

All the Heads of the Departments, Faculty members and Officers are requested to comply with the same.

Pro V.C. (B.A. & F)

University of Calcutta

**Pro Vice-Chancellor  
(BA & F)  
University of Calcutta**