

SH/LIC/P. Books/PO.12/2012-13

02.11.2012

M/s Standard Book Company  
16, I Main, Krishnappa Garden  
Off Bannerghatta Road  
Bangalore- 560 041

Sir,

Sub: Purchase of Books -reg.

You are requested to supply books for our Library and Information Centre as per the list enclosed herewith. The following guidelines must be strictly followed while supplying the books.

1. The invoice in triplicate should be addressed to the 'Director, All India Institute of Speech and Hearing, Mysore' and must be accompanied by the publisher's/ importer's/ distributor's invoice or publisher's catalogue as price proof.
2. The invoice should append the following declarations.
  - i. Only latest editions have been supplied and these are not remainder titles.
  - ii. The prices have been correctly charged in accordance with the publisher's/ importer's/ distributor's invoices and publisher's catalogues.
3. The Income Tax Permanent Account Number of the supplier should be mentioned in the invoice.
4. The order is valid for only 6 months after which it will get cancelled unless otherwise mutually agreed upon in advance in writing.
5. Alterations, if any, in the bibliographic details of the books mentioned in the list enclosed such as title, author, edition and year, must be brought to our notice and take the approval before supplying the book. Otherwise, the books will not be accepted.
6. Books should be supplied at maximum permissible discount.
7. The prevailing currency conversion rate stipulated by the GOC has to be enclosed with the invoice for arranging payment.

Yours Sincerely,

  
Director

Encl: As stated above

  
2/11/12

Sl.No	Author (s)	Title	Publisher	No of Copies
1	Dennis M. Ruscello	Mosby's Review Questions for the Speech-Language Pathology PRAXIS Examination	Mosby	1
2	Educational Testing Service	Speech-Language Pathology Study Guide (Praxis Study Guides)	ETS/Education Testing Service	1
3	Celeste Roseberry-Mckibbin	Advanced Review of Speech-Language Pathology: Preparation for Praxis and Comprehensive Examination	Pro Ed	1
4	Praxis II Exam Secrets Test Prep Team	Praxis II Speech-Language Pathology (0330) Exam Secrets Study Guide: Praxis II Test Review	Mometrix Media LLC	1
5	Praxis II Exam Secrets Test Prep Team	Praxis II Speech-Language Pathology (0330) Exam Flashcard Study System: Praxis II Test Practice Questions & Review for the Praxis II: Subject Assessments	Mometrix Media LLC	1
6	Kay.T.Payne	How to Prepare for the PRAXIS examination in Speech Language Pathology	Singular Thomson Learning	1
7	Kay.T.Payne	How to Prepare for the PRAXIS examination in Audiology	Singular Thomson Learning	1