All India Institute of Speech and Hearing, Mysore-06

Library and Information Centre (LI/F/05)

Vendor empanelment letter

SH/LIC/ACQ/B.S./2013-14 ../../..

To

M/s……..

Sub: Empanelment of book vendors-reg.

Sir,

With reference to the above, we would like to empanel vendors to supply books to our Library and Information Centre. In this regard, you are requested to express your willingness to empanel, subject to satisfy the following criteria.

1. Membership in Federation of Book Sellers and Book Publishers Association of India.
2. Yearly business turnout of rupees 1 crore.
3. 10 years experience in book supply to the libraries, preferably central govt. institutions.
4. Provision of 20% discount.

Your response should reach this office on or before ……

Yours sincerely,

Library & Information Officer