



sasi INSTITUTE OF
autonomous TECHNOLOGY &
ENGINEERING

Accredited by **NAAC** with "A" Grade,
Recognised by **UGC** under section 2(f) &12(B)
Approved by **AICTE** - New Delhi
Permanently Affiliated to **JNTUK, SBTET**,
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/P&D/02/2021-22/06

Date: 04.02.2022

OFFICE CIRCULAR

Sub: TERMS AND CONDITIONS FOR PURCHASE OF BOOKS IN THE CENTRAL LIBRARY, SITE- Reg.

Ref: Letter dt. 04.02.2022 from Dr T V Rama Krishna, Coordinator, IQAC

- 1). The books are to be supplied promptly (Indian books within one month and the foreign books within 8 weeks) from the date of issue of the Purchase Order (PO), failing which the incident is liable to be cancelled.
- 2). Only one copy of the latest edition of each title is to be supplied, unless the number of copies and the editions are mentioned in the orders against the item.
- 3). Though the Hard Copy of the title was mentioned in the PO prefer to supply the paper back and Indian edition which is at lower price.
- 4). If any item does not agree with our order with regard to its title, edition etc., or is found physically defective, it will be returned back to the Vendors at their own cost, to be replaced by sound one in due time together with its credit bill.
- 5). Duplication in supply may please be avoided, failing which the duplicate copy can be returned back to the Vendors at their own cost.
6. The prices charged, must agree with the publisher's latest catalogues which must be supplied along with the bill/invoice.
7. If the same book mentioned in the PO is found available with other vendors like Amazon, FlipKart or some other vendors the lower cost quoted in their catalogues is to be taken into consideration.

8. As special case if the recommended books are available with the Vendors other than the existing vendor. In such cases the Purchase Department can directly release the PO to the Selected Vendor/vendors subject to satisfy our discount policy.

9. The office of the Purchase Department will have the right to reconcile discrepancies if any found in the bill under intimation to the supplier.

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: Hon'ble Secretary cum Correspondent, SITE

Mail & Hard copy to: PA to Principal

Mail & Hard copy to: Director, SITE

Mail & Hard copy to: Dr. T V Rama Krishna, IQAC-Coordinator

Mail & Hard copy to: Librarian, Central Library

Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/AS&H /MS/AI&ML

Mail & Hard copy to: Exam. Section/Automation/AO/Hostel Section/Accounts/Transport/Placements/Sports


PRINCIPAL

~~Principal~~
Sasi Institute of Technology & Engineering
TADEPALLIGUDEME 534 101
W.G. Dist., (A.P.)