



Guru Gobind Singh Indraprastha University
University Information Resource Centre (Library)

Sector-16 C, Dwarka, New Delhi-110078

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Prof. J. K. Garg
Incharge-Library &
Chairman Library Committee

Date :

GGSIU/UIRC/Periodical/Binding/2018

Date: 17th August 2018

Last date of Receipt in Office: 20th September 2018 till 3.00 PM

Date of Opening : 25th September 2018 at 3.30 PM

CALL FOR QUOTATIONS

1. Sealed quotations are hereby invited in respect of binding work for journals and books.
2. The right to reject any quotation without assigning any reason is reserved.
3. Necessary samples may please be enclosed.
 - (a) Split bound board half leather (almond colour) binding with gold embossing.
 - (b) Rexene binding (maroon colour) with gold embossing (As per the already bound documents available in the UIRC).
 - (c) Bidder may visit UIRC for specifications.
4. Quotations against this inquiry must be sent in a separate envelope super scribed with our reference number and date.
5. The Contract will be for a period of two year (with an option to extend for another year on the existing Terms and conditions or terminated earlier if the performance will be unsatisfactory.
6. Rates should be excluded of GST (if any) and the rates of GST should also be mentioned separately. **GST NUMBER OF THE FIRM IS MANDATORY AND SHOULD BE QUOTED (Attach Proof).**
7. Rates should be addressed to the Librarian/Incharge Library, UIRC, GGSIPU, Dwarka, Sector 16-C, New Delhi-110078.
8. The quotations need to be submitted along with the following items.
 - (a). Sample of each type as mentioned at para "3 (a) and 3(b)" above, in accordance with terms and conditions, as sample of workmanship.
 - (b). A sum of Rs. 2000/- as refundable fee (EMD) in the form of the bank draft drawn in favour of "Registrar, GGS Indraprastha University" payable at New Delhi.
9. The selected bidder is required to deposit a sum of Rs.5000/- as security in the form of Demand Draft in favour of Registrar, GGS Indraprastha University before the award of rate contract.
10. Binder is required to submit an insurance cover in original for Rs. One Lakhs against loss, theft or any damage to the documents due to any reason. The same will be returned to the firm on satisfactory completion of the contract as per the agreement, before the award of contract.

J. K. Garg
16/8/18

