



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

UNIVERSITY INFORMATION RESOURCE CENTRE (UIRC)

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Date: 11/02/2014

Subhash Deshmukh

Librarian

GGSIU/UIRC/Periodical/2014/BINDING/

Last date of Receipt in Office: 3rd March, 2014 till 1.00 PM

Date of Opening : 3rd March, 2014 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. (1) Split bound board half leather (almond colour) binding with gold embossing. (2) Rexene binding (maroon colour) with gold embossing (As per the already bound documents available in the UIRC). Bidder may visit UIRC for specifications.
4. Quotations against this inquiry must be sent in a separate envelope superscribed with our reference no. and date.
5. The Contract will be for a period of one year (with a option to extend for another year on the existing term & condition) or terminated earlier if the performance will be unsatisfactory.
6. Rates should be excluded of Sales tax (if any) and the rates of sales tax and VAT should also be mentioned separately. Sales tax Number and T/N number of the firm should be quoted.
7. Rates should be for UIRC, Librarian, 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 of binding material as specified in Terms and conditions in Para "A" + 2 bounded volumes (as per above mentioned para 3) as sample of workmanship. Spine should contain current contents Vol. 35 No. 12.2004, GGSIPU.
 - 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 Delhi.
9. (a) 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 award of rate contract.
 (b) After depositing the security amount the selected bidder need to sign the "Agreement" on non-Judicial stamp paper of Rs.100/-. The cost of stamp paper has to be borne by the selected bidder.
10. The selected bidder would be required to collect and bind the document within a reasonable time i.e. 200 volumes within one month from the date of taking delivery, failing which the security deposit will be forfeited.
11. Complete terms and conditions are enclosed for your perusal.
12. The envelope containing the quotations letter should be addressed to the Librarian, GGSIPU, Dwarka, Sector-16 C, New Delhi-110078.
13. Approx. Volume of work: per Annum Books :500, Journals: 1000
14. **INCOMPLETE QUOTATIONS ARE LIABLE TO BE REJECTED.**
15. Quotations should be signed and stamped by the authorized signatory of the firm.
16. Quotations are to be furnished in the format given below:

TYPES OF BINDING	HEIGHT		THICKNESS		RATE PER UNIT (In Rs.)			
	1.Upto 25 cm	2.Above 25 cm	3. Upto 500 pages	4. Above 500 pages	1.	2.	3.	4.
Half leather Binding with good embossing								
Full Rexene Binding with gold embossing								

(Subhash Deshmukh)

Terms and conditions

The firm is required to execute the binding work according to the following material/works specification: -

(A) Materials Specifications

- Astar Cloth
- Good quality pulp board
- Leather should be free from harmful chemicals/acids and dyed with colours that are permanent against light as well as moisture.
- Plastic quoted unbleached linen modi thread of suitable thickness.
- Colorful of Rexene and leather will be decided by the Librarian, GGS Indraprastha University, Delhi.
- Linen buckram of good quality.
- Copper -Sulphate mixed flexible glue or fevicol / vamicol for pasting.
- Tapes of good quality unbleached linen of string texture and of various widths as per requirements

(C) Work Specification

- Gold lettering to be done invariably on all documents and in some exceptionally cases lettering may be done upside down along the spine-length of the documents depending upon width of the spine.
- Split bound board half leather, almond colour binding with gold embossing.
- Raxine binding (maroon colour) with gold embossing.
- The binder shall affix due date slip book pocket, security chips etc. on the bound documents, which will be provided by the Librarian, GGSIP University, Delhi.
- Double bound paper (bond paper 40 lb) should be provided in the beginning and end of the documents, which should be sewn to the sections between after putting a strip of line.
- Astar cloth and sewing thread should be of white colour sectioned stitching should be done on both sides of the astar with white thread.
- Linen Head Band should be provided on both sides of the documents
- Fine buckram should be pasted on the both sides of the documents
- Bound documents should be properly polished
- Two gold lines should be provided on the spine of the documents
- The samples of materials to be used in binding should be submitted along with the quotation

(c) Agreement

- The selected binder shall enter into an agreement for binding work on the prescribed format on non-judicial stamp paper worth Rs.100/-.
- The binder shall collect the documents for binding from the Library and deliver those back at their own cost after completion of binding.
- The binder should own regular bindery shop that may be inspected and change of premises should be conveyed to the Librarian, GGSIP University, Delhi immediately.
- The binder shall not sublet transfer or assign the contract or any part thereof without prior written approval of the Librarian, GGSIP University, Delhi. The firm shall be responsible for any demurrage incurred and for losses suffered by said University in case of their failure to abide by this condition.
- The agreement will remain enforced for a period of one year (with option to extend for another year on the existing terms and conditions) unless terminated earlier as provided hereinafter.
- During the agreement period order for binding of documents will be given in lots and the next lot will be given only when the previous one is received back in full and the Librarian GGSIP University Delhi is fully satisfied with the quality of work done. Each lot will be treated as a separate contract.
- On satisfactory completion of the contract, full payment for that particular job will be made on receipt of a duly pre-receipt bill in favour of Librarian, GGSIP University, Delhi.
- No guarantee can be given for award of any definite volume of work will be entrusted to the approved firm at any time for throughout the contract. Refusal or inability to undertake the work shall be deemed to be breach of the agreement.
- A sum of Rs. 5000/- is required to be deposited by the contractors as a security and be furnished in the form of a bank draft in favour of the Registrar, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, New Delhi-110078. The amount will be returned to the firm on satisfactory completion of the entire contract as per the agreement.