



Guru Gobind Singh Indraprastha University

University Information Resource Centre (UIRC)

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Prof. J. K. Garg
In Charge Library

GGSIU/UIRC/Periodical/Binding/2016/

Last date of Receipt in Office: 05th July 2016 (03:30PM)

Date of Opening: 13th June 2016

Date: 10th June 2016

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 is unsatisfactory.
6. Rates should exclude of Sales tax (if any) and the rates of sales tax and VAT should also be mentioned separately. Sales tax Number and TIN number of the firm should be quoted.
7. Rates should be addressed to the Librarian, 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 of binding material as specified in Terms and conditions at Para "2" plus 2 bounded volumes (as per above mentioned para 3) 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 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. Approximate volume of work per Annum: Books :500 and Journals: 500
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.	2.	3.	4.
Half leather Binding with good embossing	1.Upto 25 cm	2.Above 25 cm	3. Up to 500 pages	4. Above 500 pages				
Full Rexene Binding with gold embossing	1.Upto 25 cm	2.Above 25 cm	3.Upto 500 pages	4.Above 500 pages				

J. K. Garg
(Prof. J. K. Garg)
In charge Library
10/06/2016

