



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Act No. 29 of 2013)

No. : IGU/LIBRARY/2020/ _____

Dated : __. __. 2020

To

M/s. _____

Sub: Quotation for the Rate Contract for binding of Books.

Dear Sir,

Sealed Quotations are invited by the Atal Library, Indira Gandhi University, Meerpur, Rewari for "Rate Contract for binding of Books" in the enclosed Performa along with terms and conditions. Publications for free "Sample binding" may please be collected from this office, between 10.00 A.M. to 3.00 P.M. on any working day. The sealed covered envelope subscribed "Quotation for "Rate Contract for binding of Books" should reach to this University on or before 15.01.2021 till 3.00 PM. Quotations will be opened on the same day at 3.30 P.M. in the office of undersigned. The Registrar, Indira Gandhi University, Meerpur, Rewari reserves all the right to accept or reject any quotation without assigning any reason whatsoever may be. However, the quotation can be approved on the quality of the work irrespective of their rates.

Thanking you,

Yours sincerely,

-Sd-
In-charge Library

Enclosures: Performa and Terms and Conditions of binding.

Endst. No.IGU/LIBRARY/2020/1239-1242

Dated:24.12.2020

Copy to:

1. P.A. to Vice-Chancellor (for kind information of the Vice-Chancellor), I.G.U., Meerpur.
2. P. A. to Registrar (for kind information of the Registrar), I.G.U., Meerpur,
3. Finance Officer, I.G.U., Meerpur.
- ✓ 4. In-charge website with the request to upload this notice and Performa and Terms and Conditions of binding on University website.

Adul
24/12/2020
In-charge Library

To

The Registrar,
Indira Gandhi University,
Meerpur, Rewari - 122 502 (Haryana).

Subject: Invitation of Quotations for Rate Contract of Binding of Books for the year 2019-2021.

The rates for binding of Books as per specifications given below are quoted as under for your kind consideration:

Sr. No.	Size of Books	Specifications	Quoted Rates for Binding in Rs. per Book
1.	Small size - up to 9"x7"	Red cloth binding i.e. starch cloth/buckram on heavy weight 36 Oz card board and lettering (tooling) on the spine (Golden leaf printing) and glued with good quality glue.	
2.	Medium size - 9"x8" to 10" x7"	Red cloth binding i.e. starch cloth/buckram on heavy weight 36 Oz card board and lettering (tooling) on the spine (Golden leaf printing) and glued with good quality glue.	
3.	Full size - 10"x8" or onwards	Red cloth binding i.e. starch cloth/buckram on heavy weight 36 Oz card board and lettering (tooling) on the spine (Golden leaf printing) and glued with good quality glue.	
4.	Single flat rate for books of all sizes	Red cloth binding i.e. starch cloth/buckram on heavy weight 36 Oz card board and lettering (tooling) on the spine (Golden leaf printing) and glued with good quality glue.	

TERMS AND CONDITIONS FOR BINDING OF BOOKS

1. Quotations signing.
 - (a) The Quotation must be signed by authorized signatory of Firm/Company and be sent in sealed cover to the Registrar, Indira Gandhi University, Meerpur, Rewari.
 - (b) Please mention GST/ IGST/PAN No. while quoting rates.
 - (c) The envelope must be super scribed as "Quotation for Binding of Books".
2. Conditional quotation will not be acceptable, Hence the Firm/Company is advised neither to alter the specifications nor to mention anything on the Quotation letter except, Cost, Signature with seal otherwise the Quotations will not be considered.
3. The Quotation should be quoted as F.O.R. Atal Library, Indira Gandhi University, Meerpur, Rewari.
4. The "Rate of Contract" shall be for consecutively two years i.e. 2019-2020 and 2020-2021 which may be extended for next one year on the basis of satisfactory work of the approved vendor.
5. All the books shall be carefully examined for any damage or missing of leaves or any other reason that might binding inadvisable.
6. The tear print paper(s) shall be mended.
7. Before sewing books, pages shall be collated and margin trimmed slightly with Press machine.
8. Cover shall be made of heavy weight and uniform thickness with starch filled Buckram or cloth.
9. Books shall be pressed hard until thoroughly dry.
10. On bound dried book, gold lettering shall be done on the spine with regard to title, author and name of the University.
11. The sample binding can be seen in the Library.

12. No extra labour, transportation cost will be admissible. The vendor shall lift the books from the Atal Library and return the books in Atal Library after Binding.
13. The vendor must have minimum three years experience of binding work and have done the work in Government/P.S.U./University, etc. He will also provide list of his clients of whose binding work is undertaken by him.
14. Return of bounded books is to be made within 45 days of the date of receipt of books from the Library. In case request in extension of time the same should be obtained from the University Librarian.
15. The successful vendor shall be responsible for the safety, safe custody and security of the books handed over to him for binding and shall be responsible for ensuring safe return of the Books after binding.
16. The University shall impose penalty, if the vendor fails to bind the books as per the specifications.
17. The payment of properly bounded books will be made after satisfactory report of the Inspection Committee.
18. In the event of delayed return of bounded books, if accepted, the Registrar will be competent to impose penalty @ 1% per day of the order, provided that the entire amount of penalty shall not exceed 10% of the total amount of the order. The supply will be deemed to be completed on the day when 100% supply of bound books is handed over.
19. An appeal against these orders, however, shall be to the Vice-Chancellor whose decision shall be binding.
20. Atal Library reserves the full rights to terminate the "Rate of Contract" in mid, if the services of the approved vendor are not found satisfactory.
21. The dispute if any will be subject to Jurisdiction at Rewari, the decision of the Vice-Chancellor will be final.
22. The quotation must reach on or before 15.01.2021 along with EMD of Rs. 5000/- (Rs. Five Thousand only).
23. The University does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest is also reserved.
24. If the Binding Contractor backs out of the binding contract, his security/earnest money shall be forfeited, and shall be liable to such other action as blacklisting, debarring from having any business with the University, besides any other action as deemed proper by the University.
25. Single flat rate for books of all sizes may be quoted.
26. Single flat rate for journals of all sizes may be quoted.
27. The Binding Contractor shall enter into written agreement with the University on stamp papers of appropriate amount. In the event of breach of any of the terms & conditions of the agreement at any time on the part of the Binding Contractor, the contract shall be terminated by the University without payment of any compensation.
28. The Binding Contractor shall not enhance the rates for any reason whatsoever during the contract period.
29. A certificate must be obtained from the firm "A certificate that your firm has not been debarred/blacklisted for any reason /period by any Central/State Govt. Dept. /University etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the order for binding, but may also warrant legal action."


 Incharge Library
 For Purchase Committee

The terms and conditions have been read and I/We certify that I/We clearly understand the same and undertake for its compliance. The quoted rates are enclosed herewith.

Place :
Dated :

Signature/Address of binder/Authorized Signatory
Telephone/Mobile Number-----