



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

Sector-16 C, Dwarka, New Delhi-110078

Phone : 011-25302371, 25302218, 25302219

web : www.ipu.ac.in, E-mail Id : ggsipuirc@gmail.com

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

Date :

Date: 17th August 2018

GGSIU/UIRC/Periodical/Binding/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



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11. 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.
12. The selected bidder would be required to collect and bind the document within a reasonable time i.e. 200 volumes within two month from the date of taking delivery, failing which the security deposit will be forfeited.
13. Complete terms and conditions are enclosed for your perusal.
14. The envelope containing the quotations letter should be addressed to the Librarian/Incharge Library, UIRC, GGSIPU, Dwarka, Sector-16-C, New Delhi-110078.
15. Approximate volume of work per annum: Books: 750, Journals: 750
16. **INCOMPLETE QUOTATIONS ARE LIABLE TO BE REJECTED.**
17. Quotations should be signed and stamped by the authorized signatory of the firm.
18. Quotation along with Terms and Conditions may also be downloaded from university website (www.ipu.ac.in).
19. Quotations are to be furnished in the format given below:

GST No.: _____ (Attach Proof)

GST rates applicable to binding (if any): _____

TYPES OF BINDING	HEIGHT		THICKNESS		RATE PER UNIT (In Rs.)			
					1.	2.	3.	4.
Half Leather Binding with Gold Embossing	1.Upto 25 cm	2.Above 25 cm	3.Upto 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) 18/8/18

Terms and conditions for the Binding Work

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

(1) General

- i. The binder shall collect the documents for binding from the Library and deliver those back at this own cost by making his own arrangement, after completion of binding.
- ii. The binder should own regular bindery shop that may be inspected. Change of premises should be conveyed to the Librarian, GGSIP University, Delhi, immediately.
- iii. The binder shall not sublet transfer or assign the contract or any part therefore without prior written approval of the Librarian, GGSIP University, Delhi. The firm shall be responsible for any demurrage incurred and for losses suffered by the University.
- iv. The agreement will remain enforced for a period of two years (with an option to extend for another year on the existing terms and conditions) or terminated earlier if the performance is unsatisfactory.
- v. 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.
- vi. On satisfactory completion of the contract, full payment for the particular job will be made on receipt of a duly pre-receipt bill in favour of Librarian, GGSIP University, Delhi.
- vii. The binder shall collect the material within a week from the date of placing order and execute the work within the time specified in the work order/quotation, failing which penalty as per the rates given below would be deducted from his bills.

S. No.	Period Delayed	Rate
1	One month	2%
2	Two months	4%
3	More than two months	5%

- viii. All corrections, if any, are to be carried out without any additional charges.

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- ix. No guarantee can be given for award of any definite volume of work. Work will be entrusted to the approved firm at any time during the period of contract. Refusal or inability to undertake the work shall be deemed to be breach of the agreement and will result in forfeiture of Security deposit.
- x. A sum of Rs. 5000/- is required to be deposited by the contractors as security furnished in the form of a bank draft in favour of the Registrar, Guru Gobind Singh Indraprastha University, Sector 16-C Dwarka, New Delhi. The amount will be returned to the firm on satisfactory completion of the contract as per the agreement.
- xi. 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.
- xii. The binder shall be responsible for or any damage to the books/ journals handed over to the party for binding.
- xiii. The liability of the binder for such loss/damages shall be equivalent to the price of the books/journals as assessed by the University. This shall be paid within thirty days as demanded by the University failing which the university shall have the right to recover it from bills and or security of the binder besides taking any other legal action in terms of this contract.
- xiv. The University, however, reserves the right to terminate this contract without prior reference to the binder on the recommendation of the University Librarian if the general quality of the work of the binder is found to be of poor quality or if the binder contravenes any clause of this agreement.
- xv. The binder shall not withhold any document books etc given to him for binding notwithstanding the fact that some dispute has arisen between him and the university
- xvi. Any dispute arising out of the interpretation of any clause of this agreement shall be referred to a person appointed by the Vice-chancellor of the university and his decision shall be binding on both the parties
- xvii. That in case anyone or all of the partners/ proprietor becomes insolvent or it is decided to dissolve the firm, or if any person takes away the books belonging to the library while in possession of the Binder in execution of any civil decree or judgment

J. G. Singh
16/8/15

the succeeding proprietor of the firm shall be responsible for the payment of any amount due to the library on account of this contract.

(2) Materials Specifications

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

(3) Work Specification

- i. There shall be end- paper, one at each end and the end paper shall be provided with strong linen cloth joints.
- ii. Leather (in case of half leather binding) shall be extended by at least ½ inch on the board at each side.
- iii. Split bound board half leather, almond colour binding with gold embossing
- iv. Raxine binding (maroon colour) with gold embossing
- v. Size of kona shall depend on the length and breadth of the journals.
- vi. The spine shall be round.
- vii. Gold lettering/ black ink printing (as specified) to be done invariably on all documents and in some exceptional cases lettering may be done upside down along the spine length of the documents depending upon the width of the spine.
- viii. Astar cloth and sewing thread should be of white colour. Sectional stitching should be done on both side of the Astar with white thread.
- ix. Line Head Band should be provided on both sides of the documents. Fine buckram should be pasted on the spine of the documents.

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- x. Bound documents should be properly polished.
- xi. The Board shall be slightly rounded at the corner. The covering shall be neatly folded at the corners.
- xii. No part of the loose journals should be removed at the time of binding.
- xiii. The torn pages, if any shall be joined with transparent tissues paper or similar material without prejudice to readability.
- xiv. Where the paper of the volume has deteriorated and become brittle. It shall be reinforced with transparent tissues, paper or other similar material without prejudice to readability.
- xv. All folded plates, maps, plans and other extended sheets not forming part of a normal section shall be mounted on guards of linen or muslin or rough papers. Pasting of leaves larger than the format of the books shall not be permitted. All extended sheets shall be reinforced at the folds.
- xvi. The binder shall affix due date slip book pocket, security etc. on the bound documents, which will be provided by the Librarian, GGSIP University, Delhi.
- xvii. Double bound paper (bond paper 40 lb) should be provided in the beginning and at the end of the documents, which should be sewn to the sections between after putting a strip of line.
- xviii. Two gold lines should be provided on the spine of the documents.

(4) Forwarding

- i. The spine shall be well rounded and backed. For thinner books the round shall be kept very small and increased proportionately for thicker books. In other words the depth of the joint shall be the same as the thickness of the boards.
- ii. The spine shall be lined with muslin, extending to within 5 cm of the head and tail of the book and wall on the each end- paper.
- iii. French joints shall be used in binding.
- iv. The covering material shall be attached directly to the spine of the books.
- v. The covering material of the spine shall extend over the books to at least one third of the width of the books.
- vi. The boards shall be slightly round at the corners. The covering shall be neatly folded and not mitered.

J. K. Singh
18/8/18

(5) Finishing

- i. The lettering may be in fast colour or gold as desired.
- ii. The surface may be varnished with the shellac/ cellulose or may be by other material not harmful to the covering material.
- iii. The Binder shall affix due date slip and due date label and security chips etc on the bound documents.
- iv. The pattern and matter to be printed on the spine of the books journal should be as per requirement of the UIRC and should be uniformly carried out.

J. G. Singh
16/8/18