

**SHIVAJI COLLEGE
RING ROAD, RAJA GARDEN,
NEW DELHI-110027**

Date: 17.07.2023

QUOTATION FOR BINDING OF BOOKS OF THE COLLEGE LIBRARY


Sealed quotations are invited from the experienced binders for binding of approximately 2000 books of the college library as per specification given below:

S.No.	Nature of Binding	Cost + GST shown separately
1	Half Leather Binding with Gold Printing	
2	Full Cloth Binding with Black Printing	
3	Half Cloth Binding with Black Printing	

General Terms and Conditions:

1. Interested Parties are requested to verify the sample available with the Library before quoting the price. The Price quoted should be inclusive of all taxes/labour charges etc. wherever applicable. The taxes so charges should be shown separately in the Quotation and even in the bills, in case the order is awarded for the above job.
2. The rates quoted will hold good for financial year 2023-24 and any/no subsequent change or revision of rate will be permitted. The contract awarded vide this quotation may be extendable for a period of upto 2 years on the same terms and condition and mutual understanding of the parties subject to approval of the competent authority of the Shivaji College.
3. The binding should be as per the specifications and sample made available for the inspection. In case of any deviation from the specification or use of inferior quality material of binding of inferior quality the College reserves the right to reject the goods.
4. The College reserves the right to accept or reject any Quotation without assigning any reason thereof.
5. The Binding work includes the binding as well as pasting of the book plate, instruction slips and due date slips to be provided by the Library.
6. A security deposit of Rs. 5000/- will be taken from the vendor at the time of awarding the order.

7. In case of loss/theft of books from the vendor, the current price of lost book/(s) will be charged.
8. Each book/(s) old and new has to be re-stitched, preferably section stitching and lapet of 3-4 sections in the beginning and 3-4 section at the end.
9. If the books are not delivered on time, as specified in the order, a penalty of Rs. 500/- (Five Hundred) per day shall be deducted from the bill.
10. The sealed Quotation should reach the **"The Principal, Shivaji College, Ring Road, Raja Garden, New Delhi-110027"** on or before 07.08.2023 by 4.00 p.m.
The envelope should be superscripted as **"Quotations for Binding of Library Books"**.
11. Correction and alteration in the Quotation/bids should be strictly avoided.
12. The Binders is required to submit an undertaking of having not been ever debarred from any government or Private Institution as well as having no penalty been imposed upon him for poor quality of work or delay in Binding work in last 5 years (2018-2023) in any government or private institution.
13. The College reserves the right to accept or reject any or all the quotations without assigning any reason.


Prof. Shiv Kumar Sahdev
Principal