

MAHARSHI DAYANAND UNIVERSITY, ROHTAK -124001 (HARYANA)
VIVEKANANDA LIBRARY

Subject: Quotation/Tender for binding of books and journals

Sealed quotations/tenders are invited from the Book Binders of repute for binding of books and journals as per specifications and terms and conditions given below:

1. **Specifications and quantity**

S.No.	Name of the Item	Specifications	Quantity
1.	Books	Full cloth binding with ink printing (short title and surname of first author) on the spine/front and re-inforced binding where possible. Straw board of 40 Oz and 48 Oz as per thickness and size of the book (40 Oz for ordinary size and 48 Oz for larger size) with good quality end/flying paper. Specimen of binding cloth superior quality and end paper to be attached with the quotation.	11,000
2	Journals	Re-inforced binding, half leather with leather corners and the rest with good quality cloth-based raxine binding. The spine is to be gold printed. The straw board should be 40 Oz in case of ordinary size journals and 48 Oz in case of larger size of journals. Good quality leather of fast colour is to be used. Sample of cloth based raxine and leather (both red colour) is to be attached. Sample of flying paper is also to be attached with the quotation. Short title along with volume no. and year on spine/front.	1000
3	Pasting of spine labels, book plates, due date slips, and book pockets	The Library will supply the printed labels and the binder will paste the same on all the bound volumes as per our specifications.	

2. The sealed quotations/tenders, complete in all respects, must reach the **University Librarian, Vivekananda Library, Maharshi Dayanand University, Rohtak -1240011 (Haryana)** latest by 01.08.2011 by 15.00 hours. Quotations shall be opened on 03.08.2011 at 16.00 hours. in the above office. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation/Tender Opening Committee at their own costs.
3. The quotation/tender received after due date and time or incomplete shall be rejected out rightly.
4. The quotation/tender shall be submitted in double envelope. The inner envelop shall be sealed and shall have the **superscription** "QUOTATION FOR BINDING OF BOOKS AND JOURNALS IN VIVEKANANDA LIBRARY, MDU, ROHTAK". The quotation, where the **superscription** is not mentioned on the envelop by the quotee, may not be entertained.
5. All charges and terms may be spelt out in your offer clearly. Charges not mentioned in the quotation shall not be paid.
8. The quotation/tender must be valid for a period of atleast three months from the date of its opening.
9. 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.
10. Single flat rate for books of all sizes may be quoted.
11. Single flat rate for journals of all sizes may be quoted.
12. Books and journals shall be given to the Binding Contractor in lots of 2000-3000 as the same can not be spared for longer time due to their demand.
13. The Binder shall collect the books and journals from the Vivekananda Library/its Offshoots, Maharshi Dayanand University, Rohtak and return the same after binding at his own expenses. Lifting of books from the place where books are kept to the vehicle and back after binding shall be the responsibility of the Binding Contractor. No freight for to and fro transportation of books and journals shall be paid by the Library
14. The Binding Contractor shall be responsible for any loss and/or damage to the books and journals due to fire, theft or any other cause during binding period. In case of loss and/or damage, the Contractor shall replace the books and journals with the duly bound new books and journals or pay double price of the documents thereof to the University library within fifteen days from the date of notice thereof.
15. The samples of bound books and journals shall be supplied with the quotation as per prescribed specifications. Failing which, the quotation may be rejected. Binding shall be done as per approved sample/specifications. If the binding is not found according to the approved samples/specifications, the Binding Contractor shall re-bind all such books and journals at his own cost. The acceptance of the bound volumes shall be subject to the satisfaction of the inspection committee.
16. All the penalties, losses, shortages etc. shall be recoverable from the pending bills and security of the Binding Contractor.
18. 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.
19. The Binding Contractor shall return all the books in the lot within the time limit specified in the binding order. The binding period can be extended by the University Librarian/Rep./Committee (CPC) only in exceptional cases on written request of the Binding Contractor giving reasons/explaining circumstances due to which binding period could not be adhered to. **In case, the bound books and journals are not returned within the specified period, the Binding Contractor shall be liable to pay to the University the compensation amount equivalent to 1% (one percent) of the binding cost of unreturned bound books and journals each day or such other amount as the University Librarian/Rep./Committee may decide till the bound books and journals are not returned, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total binding cost of unbound books and journals.** Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D. University, Rohtak whose decision shall be final.
 20. Quantity of books and journals may increase or decrease without any notice.
 21. No advance payment or payment against documents negotiated through Bank shall be made.
 22. 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.
 23. The Binding Contractor shall not enhance the rates for any reason whatsoever during the contract period.
 24. The security/earnest money of Rs. 11,500/- in the shape of "Deposit at Call or Fixed Deposit Receipt" drawn in the favour of the Finance Officer, M.D. University, Rohtak shall accompany the quotation, failing which the quotation will not be considered, except with the approval of central Purchase Committee (CPC). The security/ earnest money in other shapes viz., Demand Draft/Pay Order/Cheque shall not be accepted.
 25. The University is situated within the municipal limits. As such, Octroi charges, labour charges, and other local charges, if any, shall be borne by the binder.
 26. The bidder should have at least three years experience in the field. List of organizations where the bidder had undertaken binding work may be attached to the quotation.
 27. 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.
 28. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the quotations or invoices of the Binder shall be invalid and shall have no legal sanctity.
 29. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 01262-393005 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).

University Librarian