

# Maharshi Dayanand University, Rohtak – 124001 (Haryana)

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Dated: 3.11.2009

## Subject : Quotations for barcoding

1. Sealed quotations are invited from the firms which are in business of barcoding of books and other material for a period of at least three years for the items detailed below:

S.No.	Description of job	Quantity
1.	Barcoding of books and journals, barcode generation to be done by the quotee, barcodes to be pasted at three locations in the books, Acc. No., Barcode & Call No. to be printed on each barcode label, tape to be pasted on the barcode on spine if paper barcode labels are used.	3,00,000 volumes

2. Quantity may increase or decrease by 10%.
3. Quotations will be accepted on or before 18.11.2009 by 4.00 p.m. by post/personal delivery, and shall be opened on 19.11.2009 at 11.00 a.m. in the Office of the undersigned. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
4. No PC, printer or software for generation of barcodes will be provided by this Library. However, barcodes should be readable by LibSys software.
5. Polyester barcode labels of 38 mm x 25 mm size of good quality (to our satisfaction).
6. Books will be lifted from the racks and replaced at appropriate locations in racks after barcoding by the firm.
7. Stay arrangement for its staff will be made by the firm at its cost.
8. Job shall be accomplished within three months from the date of award of contract
9. Charges not mentioned in the quotation shall not be paid by the University.
10. Five percent (5%) security deposit of the total cost in the shape of Fixed Deposit Receipt or Deposit at Call drawn in the favour of "Finance Officer, M.D. University, payable at Rohtak" may be furnished alongwith the quotation. Quotations without security shall be rejected. **The security/ earnest money in other shapes, viz., Demand Draft/Pay Order/Cheque shall not be accepted.**
11. Quotation received late or incomplete shall not be entertained, and shall be rejected. University shall not be responsible for any postal/transit delay.
12. Penalty @ 1% (one per cent) of the total order of the value per week shall be charged if the job is not finished before the stipulated date subject to exemption due to delay on a/c of factors beyond control. Such factors shall be decided by the Committee already constituted by the University for award of contract for barcoding.

13. The disputes, if any, shall be subject to jurisdiction of Rohtak Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid, and shall have no legal sanctity.
14. Address for submission of quotations is given below :
  - The University Librarian
  - University Library,
  - M.D. University Rohtak – 124001 (Haryana)

University Librarian