

## MAHARSHI DAYANAND UNIVERSITY LIBRARY ROHTAK

No. MDUL/08/\_\_\_\_\_

Dated : \_\_\_\_\_

Registered

To

M/s \_\_\_\_\_

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Sub: QUOTATION FOR BINDING OF LIBRARY BOOKS AND JOURNALS

Dear Sir,

We have about 4000 books and 1800 journals for binding. You are, therefore, requested to submit your sealed quotations for binding of books and journals as per following specifications and below mentioned terms & conditions. Your rates should be flat irrespective of size of books and journals and F.O.R. Rohtak.

**BOOKS:** Full cloth binding with ink tooling on the spine and reinforced binding where possible. Straw board 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 is to be used. Specimen of binding cloth superior quality and end paper is to be attached with the quotation.

**JOURNALS:** Reinforced binding, half-leather with four 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.

A sample of the bound journal and a bound book may be enclosed along with your quotation which shall be returned to you later on. A draft of Rs.3000/- as security money in favour of Finance Officer, M D University, Rohtak is also to be attached with the quotation. Quotations will be considered only when accompanied by a specimen of a bound book and a bound journal and draft of Rs.3000/- as security money. Your rates shall be approved only after the approval of the samples. All samples should be duly stamped with name of the binder and bear the signature of the proprietor. The quality of material and the workmanship shall be prime considerations.

Reference of the libraries for which you are undertaking the binding of books and journals may also be made available along with supporting documents.

Your sealed quotations should reach the undersigned on or before July 22,2008 upto 5-00 p.m.

Yours faithfully,  
In charge (Library)

## TERMS AND CONDITIONS

1. That the contractor shall have to collect the journals and books from the University Library, Rohtak and return the same after binding at his own expenses. No freight for carrying journals and books shall be provided by the Library.
2. That the contractor shall be responsible for any loss and damage to books and journals due to fire, theft and any other cause during binding period, the contractor shall replace the journals/books with new one duly bound or full price of each complete set of journals/books plus 10% handling charges shall be recovered by the University within a period of fifteen days from the date of notice thereof.
3. That if the journals/books are not bound according to the approved sample, the binder, if required, shall re-bind the journals/books at his own cost. No payment will be made of the bound, journals/books if binding material i.e. binding cloth, raxine, leather, hard board etc. has not been used as per supplied samples.
4. All the penalties, losses, shortages etc. shall be recoverable from the pending bills and security with the university.
5. That in the event of breach of any of the terms and conditions of the agreement at any time on the part of the binding contractor, the contract shall be terminated by the University without payment or any compensation to the contractor.
6. That if the contractor backs out of his contract, his security money shall be forfeited, and such other action will be taken as deemed proper.
7. That contractor shall have to deposit an amount of Rs. 3000 as a security which shall be refunded to you on the completion of the job.
8. That if the bound journals/books are not returned after binding within the stipulated period and the time is not got extended, the contractor will be liable to pay penalty equal to one percent or such amount of the total amount of the bill as the Registrar may decide for delay per day. However, the total penalty shall not exceed 10% of the total amount.
9. Decision of the University with regard to any point of dispute arising under the contract shall be final and binding on the contractor.
10. The contractor shall not enhance the rates during the contract period.
11. Dispute, if any, will be subject to Rohtak jurisdiction.