

MAHARSHI DAYANAND UNIVERSITY ROHTAK-124001 (HARYANA)

VIVEKANANDA LIBRARY

Subject: Tender for appointment of Book Binder(s) for binding of books and journals for two years (2014-15 and 2015-16)

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

1. SPECIFICATIONS AND QUANTITY OF BOOK AND JOURNALS

Sr.No.	Name of the Item	Specifications	Quantity
a	Books	<ol style="list-style-type: none"> 1. Full cloth binding with ink printing (short title and surname of first author) on the spine/front and re-inforced binding where possible. 2. Straw board of 36 Oz and 40 Oz as per thickness and size of the book (36 Oz for ordinary size and 40 Oz for larger size) with good quality end/flying paper. 3. Section sewing with rounding and backing for thick/large size books and stabbing binding for ordinary book. 4. Specimen of binding cloth superior quality and end paper may be attached with the quotation. 5. Binder(s) can visit the Vivekananda library for seeing the condition of books etc. or any other clarification if required before filling the tender. 	14,000 per annum
b	Journals	<ol style="list-style-type: none"> 1.Re-inforced binding, half leather with leather corners and the rest with good quality cloth-based raxine binding. 2.The spine is to be gold printed. 3.The straw board should be 40 Oz in case of ordinary size journals and 48 Oz in case of larger size of journals. 4.Good quality leather of fast colour is to be used. 5.Sample of cloth based raxine and leather (both red colour) may be attached. 6. Sample of flying paper may to be attached with the quotation. 7. Short title along with vol. no. & year on spine /front 	1000 per annum

TERMS AND CONDITIONS

2. TIME AND DATE FOR RECEIPT AND OPENING OF THE QUOTATIONS

The quotation must reach **The Office of the University Librarian , Vivekananda Library, M.D. University, Rohtak -124001 (Haryana) within 30 days from the date of publishing the Tender Notice in the Press.** Quotations can also be handed over personally to the office of the Librarian, M.D. University, Rohtak on or before the stipulated date and time. Quotations received after due date and time shall be rejected out rightly. The University shall not be responsible for any postal or transit delay. Quotations shall be **opened in the Committee Room of Vivekananda Library, M.D. University, Rohtak after 30 days from the date of publishing the Tender Notice in the Press.** If the date of opening the quotations is declared as a holiday due to some exigencies, the quotations shall be opened on the next working day at the same time and venue. The quotees or their authorized representative, at their own cost, shall be allowed to be present at the time of opening of quotations.

3. The quotation/tender without superscription on envelopes will not be entertained

- (a) The quotation/ tender shall be submitted in double envelope. Both the envelopes shall be sealed and shall have the **superscription “QUOTATION FOR BINDING OF BOOKS AND JOURNALS IN VIVEKANANDA LIBRARY, M.D.UNIVERSITY. ROHTAK “.**
- (b) All charges and terms may be spelt out in your offer clearly. Charges not mentioned in the quotation shall not be paid.

4. VALIDITY OF QUOTATION

The quotation must be valid for a period of atleast three months from the date of its opening.

5. UNIFORM RATES

State uniform rates for books and journals of all sizes, separately.

6. PENALTIES/ LOSSES / SHORTAGES / DAMAGE TO THE BOOKS AND JOURNALS

- (a) 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 to the Library within fifteen days from the date of notice.

(b) The Binding Contractor shall return all the books and journals within the time limit specified in the binding order. The binding period can be extended by the Librarian/ Representative/Sub-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 Librarian/Representative/Sub-Committee (CPC) may decide till the bound books and journals are not returned, provided that the total amount of the compensation shall not exceed 10% (Ten percent) of the total binding cost of books and journals given for binding. Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D. University, Rohtak whose decision shall be final.

(c) All the penalties, losses, shortages, etc. shall be recoverable from the pending bills and security of the Binding Contractor.

7. SECURITY/ EARNEST MONEY

(a) The security/earnest money 2% of the Tender value in the shape of “ Demand Draft ” or “Deposit at call ” drawn in favour of the Finance Officer, M.D. University, Rohtak shall accompany the quotation, failing which the quotation will not be considered. The security/earnest money in other shapes, viz., Cheque/ Pay Order shall not be accepted. The security/earnest money will be refunded after the expiry of the contract and return of all books and journals given for binding.

(b) 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, debarment from having any business with the University, besides any other action as deemed proper by the University.

8 AGREEMENT

The Binding Contractor appointed for binding of books and journals shall enter into binding **agreement** on Stamp Paper of appropriate amount, with the Librarian on behalf of M.D.U., Rohtak for execution of order wherein all the obligations of both the parties shall be spelt out.

9. REPUTATION AND EXPERIENCE OF THE FIRM

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.

10. RIGHT TO ACCEPT/REJECT THE QUOTATIONS:

The right to accept the quotations shall rest with the Sub-Committee (CPC). The Sub-Committee does not bind itself to accept the lowest quotation and reserve the right to reject any or all items of quotations without assigning any reason thereto. The Sub-Committee also reserves the right to accept quotations in part i.e. any item or any quantity and to reject it for the rest.

11. CERTIFICATE OF NON-DEBARMENT:

The Bidder quoting the rates and other terms and conditions shall append a certificate that they have not been debarred/blacklisted for any reason/ period by any library of Central Govt. Dept./State Govt. Dept./University/ Institute/ College. If so, particulars of the same may be furnished.

12. SUPPLY OF SAMPLES

The samples of bound books and journals shall be supplied with the quotation as per prescribed specifications, failing which, the quotation may be rejected.

13. QUALITY OF BINDING

Binding shall be done as per approved sample/specification. If the binding is not found according to approved sample/ specification, the Binding Contractor shall rebind 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

14. QUANTITY

Quantity of books and journals may increase or decrease by 20% without any notice.

15. ADVANCE PAYMENT

No advance payment or payment against documents negotiated through bank shall be made.

16. Books and journals shall be given to the binding Contractor in lots of **2000-3000** as the same can not be spared in large number for longer time due to their demand.

17. COLLECTION AND RETURN OF BOOKS AND JOURNALS

The Binder shall collect the books and journals from the Vivekananda Library/its Offshoots, MDU, Rohtak and return the same at the same place, **in the time period of one month** after binding at his own expenses. Lifting of books and journals from the place where books and journals 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.

18. PERIOD FOR WHICH RATES ARE TO BE QUOTED

The Binding Contractor shall quote rates for **two years (2014-15 & 2015-16)**. The rates **shall not be enhanced** for any reason whatsoever during the contract period.

19. 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.

20. Each page of the quotation/tender including annexure, if any, should be **numbered and signed**.

21. 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.

22. Partnership Deed:

The quotee shall submit a copy of the registered partnership deed, if any, with the quotation/tender and the copy must be signed by all the partners.

23. Declaration:

The quotee shall append the following declaration with the quotation:

DECLARATION

I/We (Name) _____ do hereby solemnly affirm and declare that the facts stated in the **Quotation** are correct and true to the best of my/our knowledge and belief, and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/we will be liable to legal action under Section 182 and Section 415 read with Section 417 and 420 of Indian Penal Code as the case may be.

Place _____	(Signature of the quotee)
_____	Name & Address
Date _____	

24. In case, any other information/clarification is required, the bidder may contact at Contact No. **01262393009** on any working day (Monday to Friday) during office hours **(9.00 am to 5.00 pm)**

UNIVERSITY LIBRARIAN