

SRI AUROBINDO COLLEGE
LIBRARY

RefNo. SACM/LIB/001B

Feb 06, 2019.

Inviting sealed quotations for binding books and journals(Library) 2018-19

Sealed quotations are invited in two bid system format along with Technical and Financial bid for the binding of Library books and periodicals (quantity mentioned below) as per following terms and conditions.

| S. No. | Item for Binding | Quantity (Approx) |
|--------|------------------|-------------------|
| 1. | Books | 800 |
| 2. | Journals | 100 |
| 3. | Question papers | 150-175 |
| 4. | Registers | 05 |

- A. Technical bid consisting of all technical details(like thickness of board) and specifications along with commercial terms and conditions along with Financial bid indicating price in use price for the items to be mentioned.
- B. The financial bid only for those will be opened whose technical bid has been evaluated and approved and only the successful bidder will be selected for the placement of contract.

Terms and Conditions

1. Flat rates (both in words and figures) should be quoted (legibly written in ink or typed) for the following types of binding irrespective of the size of the book, periodicals.
 - Books, Nature and type of binding(full cloth)with ink printing
 - Periodicals, full cloth binding with ink printing
 - Question papers in sets of three with full cloth binding and ink printing
 - Board binding with ink printing
2. The bound books and journals must be returned within a period of 30 days or earlier if requisite be on urgent basis.
3. The binder must have his complete arrangement of all tools and equipment with necessary arrangement of printing titles in Hindi or English.
4. The binding firm/agency must have GST registration number.
5. The binding will include printing of library name in short (SACL), call number, accession no. , title: subtitle and AUTHOR, Volume, part etc. if any.
6. Books, journals, question papers should be sewn section wise. No cross-stitching of books will be allowed.
7. The binder will be responsible for the damage of books during the process of binding.
8. Due date slips supplied by the college are to be pasted with fine finishing.
9. Name of the colleges or institutes where binding work was carried out during last two years must be quoted.

10. The boarding and delivery should be made at the premises and no extra charge shall be permissible.
11. The successful tender will have to execute an agreement with the undersigned authority.
12. Late bidders i.e. bids after the expiry of the above mentioned date and time will not be considered.
13. Tenders with cuttings or overwriting shall not be entertained.
14. Number of Books for all types of binding is approx.. 800 and number may increase or decrease.
15. No advance payment will be made.
16. The contract of binding of books etc. will be valid for one financial year. However, the same can be broken at any time if the quality of binding is not satisfactory. The college also reserves the right to terminate the contact at any time without assigning any reason.
17. College reserves the right to reject any tender whole part thereof even if lowest without assigning any reason thereof.
18. The Principal's decision must be final in case of all disputes.
19. The quotations in sealed envelope should be superscripted "Quotations for Binding Library books" addressed to the Principal, Sri Aurobindo College (M), University of Delhi, Delhi-110007 and must reach the office of the undersigned latest by 20 Feb. 2019, 4.00PM.


Librarian


Library Convenor


Principal

Cc to College website

प्राचार्य (कार्यवाहक)
PRINCIPAL (OFFG.)
श्री अरविन्द महाविद्यालय
SRI AUROBINDO COLLEGE
मालवीय नगर, नई दिल्ली-17
Malviya Nagar, New Delhi-17