

UNIVERSITY CENTRAL LIBRARY

M L SUKHADIA UNIVERSITY: UDAIPUR

(NAAC ACCREDITED A UNIVERSITY)

Rajasthan (313001) - INDIA

Tender Form cost
By Cash Rs. 200/-
By Post Rs. 250/-

Sl. No.
Code LIB/2018 (B)
APPENDIX "A"

OPEN TENDER FOR BINDING WORK VALID FOR THE PERIOD UPTO 31st March 2019

(For all the Departments/ Libraries of the University, Udaipur)

Two copies of this form are sent. Please retain one copy with you for your record and return/send one copy to this office after duly filled in.

PLEASE DO NOT WRITE ABOVE THIS LINE

Name of the Firm : _____

Details of earnest money [give receipt No. and date of the amount of Rs. 3,000/- (Rupees three thousand only) deposited in the office of the Deputy Librarian, UCL, MLSU, Udaipur.

Details of remaining earnest money Rs. 2,000/- (Receipt No. _____ dated _____) to be deposited in the office of the Deputy Librarian, UCL, MLSU, Udaipur if the tender is approved by the University Tender Committee.

Last date of receipt of the tender form is 28th August, 2018

DD. No. /Receipt No.Date.....

(1) BINDING OF BOOKS AND PERIODICALS ETC.

S.No	Size of the binding material(s)	Specification of binding (rate per volume of binding)				
		Periodicals	Books		Text Books and Pamphlets/ Question papers	
			No. 1	No. 2.1	No.2.2	Books No. 3.1
1	Upto 14 x 22 Cms.					
2	Above 14 x 22 Cms But upto 18 x 25 Cms					
3.	Above 18 x 25 Cms					

(2) EMBOSSING WORK

Rate of embossing per volume of Journal Title, Volume No., Year, Name of the University etc. with golden letters	Rate of embossing per Book, Title, Author, Library Name etc. with golden letters
Rs.....	Rs.....

CERTIFICATE

I/We certify that I/We have read the general and special terms and conditions of the tender and quality requirements of work, enclosed statement of specifications work and we agreed to abide by these.

Place:.....
Dated:.....

Signature with the rubber
stamp of the Tenderer



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APPENDIX - 2

SPECIFICATION

No. 1. BINDING OF PERIODICALS

1. Each sheet must be stiched
2. Sown with unbleached linen / nylon thread
3. Unbleached linen or strong cloth tapes vary according to size and weight of the volume.
4. Stout self coloured IND- papers with strong cloth joints
5. Cloth and flexible back with bands adds and linings
6. Mill board or grey board of 32 Number, but not straw board.
7. Specified colour (to be said time to time)
8. Regzine must be used of superior quality
9. Morocco leather spine and corners

No. 2. BINDING OF BOOKS

2.1 Specifications: Full cloth binding.

- i - vii) Serial No. 1 to 7 as the specifications of periodicals (as above).
- viii) Cloth spine and corners

2.2 Specifications: Half Cloth-cum-paper binding

- i - v) Serial No. 1 to 5 as the specifications of periodicals (as above)
- vi) Specified colour (to be said time to time)
- vii) Cloth spine and corner
- viii) Smooth and heavy weight decorative paper.
- ix) Simple card sheet binding

No. 3.1 and 3.2 BINDING OF TEXT BOOKS AND PAMPHLETS / QUESTION PAPERS

- i) Card Sheet of good quality
- ii) Atleast 75% stitching of height
- iii) Binding cloth/ tape back spine complete

REMARKS:

1. All the books / periodicals are to be carefully collected from the libraries.
2. All the damaged leaves must be carefully mended. Single leaves to be guarded round the section next to them.
3. All the plates to be guarded round the guards should be gown through.
4. Edges of all books should carefully trim in such a way as to leave enough margins of all sides of the pages and not damage is done to the next.
5. Labels etc. to be pasted where supplied.
6. Cutting and finishing should be done nicely.
7. The irregularities should immediately be brought to the notice of the Assistant Librarian/ College Librarian. In case any doubt or confusion a meeting with the Assistant Librarian/ College Librarian will be required personally, and verbal or written instructions are to be followed.


DEPUTY LIBRARIAN



UNIVERSITY CENTRAL LIBRARY
MOHANLAL SUKHADIA UNIVERSITY:: UDAIPUR


TERMS AND CONDITIONS OF BINDING WORK

APPENDIX - 3

The terms and conditions for binding work in reference to the **Deputy Librarian**, University Central Library, ML Sukhadia University, Udaipur Office tender Notice No. UCL/MLSU/Store/LT/2018/ dated 6.08.2018 and Tender Committee meeting held on 26.08.2018.

1. The enclosed approved rates are valid upto 31.03.2019
2. All the approved rates are F.O.R. destination.
3. The work of binding will have to done at any campus of the University on within the municipal limits No extra charges for taking the binding work from the campus or returning the same will be paid . Arrangements for transportation will have to be made by the firm(s) concerned at their own cost for both ways.
4. The work of binding will have to be done in all the campuses as per specifications of binding work (Appendix 1)
5. (a) The work will have to be completed and delivered within four weeks from the date of placing the work order but the URGENT MARKED work order(s) will have to be completed and delivered immediately within the period as mentioned in the order(s)
(b) Validity of the work order will be FOUR WEEKS except otherwise mentioned/intimated Validity of the order can also be executed or reduced by the concerning work authority.
(c) On expiry of the validity of the order, the work authority may make "Risk Work Order" and binding work will be given to another firm(s) as per relevant rules and difference so paid or any pertinent amount will be recovered from the earnest money of the defaulting binder(s) and any other action against the defaulting binder(s) will also be taken by the authority of the University.
6. Deduct the Income Tax at the time of payment according to law in force.
7. The work of binding will have to be completed/accepted strictly according to the enclosed approved rates and specifications of the binding work.
8. Remaining terms and conditions are the same as mentioned in the University Prescribed Tender Form.
9. The work authority will take due precautions for safe return of books and Journals from the binders.

Note : निविदादाताओ की स्वयं की फर्म हो तथा फर्म स्वयं ही बाइंडिंग का कार्य करती हो, वो ही निविदा भरें अन्यथा निविदा निरस्त कर दी जायेगी।


DEPUTY LIBRARIAN

DETAILS ABOUT THE BIDDER:
(To be filled in by the Bidder)

Name of the bidding Company/Firm	
Contact Person (Authorised bid Signatory)	
Correspondence Address	
Mobile No.	
Telephone Number (Land Line)	
Fax Number	
E-mail Address	
Website	
EMD Bank Draft/Pay Order payable at Udaipur. (Cheques /cash acceptable)	Amount Rs DD No.....Dated:..... Bank

DECLARATION

I/We hereby declare that I/We have read all the General, Special Terms and conditions and specifications of the tender items of the University and I/We agree to confirm to these.

SIGNATURE OF THE TENDERER
with his firm's rubber stamp