

**SHIVAJI COLLEGE
RING ROAD, RAJA GARDEN,
NEW DELHI-110027**

Date: 10.11.20

QUOTATION FOR BINDING OF BOOKS OF THE COLLEGE LIBRARY

Sealed quotations are invited from the experienced binder for the binding of approximately 4000 books of the college library as per specification given below:

S.No.	Nature of Binding
1	Half leather Binding with Gold Printing
2	Full Cloth Binding with Black Printing
3	Half Cloth Binding with Black Printing

General Terms and Conditions:

1. Interested Parties are requested to verify the sample available with the Library before quoting the price. The Price quoted should be inclusive of all taxes/labour charges etc. wherever applicable. The taxes so charges should be shown separately in the Quotation and even in the bills, in case the order is awarded for the above job.
2. The rates quoted will hold good for one year and any/no subsequent change or revision of rate will be permitted.
3. The binding should be as per the specifications and sample made available for the inspection. In case of any deviation from the specification or use of inferior quality material of binding of inferior quality the College reserves the right to reject the goods.
4. The College reserves the right to accept or reject any Quotation without assigning any reason thereof.
5. The Binding work includes the binding as well as pasting of the book plate, book pocket and due date slips.
6. A security deposit of Rs. 5000/- will be taken from the vendor at the time of awarding the order.
7. In case of loss/theft of books by the vendor, the current price of lost book/(s) will be charged.
8. Each book/(s) old and new has to be re-stitched, preferably section stitching and lappet of 3-4 sections in the beginning and 3-4 section at the end.

9. If the books are not delivered on time, as specified in the order, a penalty of Rs. 500/- (Five Hundred) per day shall be deducted from the bill.
10. The sealed Quotation should reached the **“The Principal, Shivaji College, Ring Road, Raja Garden, New Delhi-110027”** on or before **01-12-2020** by 4.00 p.m. The envelope should be Superscripted as **“Quotations for Binding of Library Books”**.
11. Correction and alteration in the Quotation/bids should be strictly avoided.

Shiv Kumar Sahdev

**Dr. Shiv Kumar Sahdev
Officiating Principal**