



DELHI UNIVERSITY LIBRARY SYSTEM CENTRAL REFERENCE LIBRARY

University of Delhi
Delhi 110 007



Ref No: DULS/ULO/Comm.Binding/2016-18/

Dated: 15th January 2016

From

University Librarian

Subject: - Commercial Binding Quotation for the year 2016-18

Dear Sir,

Sealed quotations under two bid system are invited by the University Librarian, University of Delhi in prescribed format to engage commercial binder(s) to carry out the commercial binding work for the libraries of Delhi University Library System during the year 2016-18 on the terms and conditions mentioned below so as to reach

The University Librarian
University of Delhi
Delhi- 110007

The last date of receipt of sealed quotations in the office of University Librarian is 29th February 2016 till 04.30 P.M. The bids should be in two parts i.e., (i) technical bid (ii) financial bid i.e., binding rates on various categories. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which also be sealed and super scribed. The technical bid will be opened first in the presence of the binders or their authorized representative in the office of the undersigned on 2nd March 2016 at 03.30 P.M. At the second stage, the financial bid of only those bidders who have been declared technically qualified shall be opened. No separate notice will be issued for this purpose. The interested technically qualified binders may remain present at the time of opening of financial bid.

Terms and conditions for sending sealed quotations:

1. The quotation should be signed by the authorized person and his full name and status should be indicated below his signature along with the official stamping of the firms.

2. At any point of time any of the document furnished by the binder found to be false, it would be deemed to be a breach of terms of contract.
3. The University Librarian, DULS reserves the rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
4. Incomplete and conditional quotations are liable to be rejected summarily. Quoting unrealistic rates will be treated as disqualification.

Technical Bid shall contain:

1. A security of Rs.10,000/- (Ten Thousand only) as earnest money shall be deposited with the University through a Bank Draft drawn on scheduled bank endorsed in favour of the Registrar, University of Delhi, Delhi-110007.
2. Copy of PAN/TAN registration.
3. An undertaking that the binder shall bind at least 1000 books of all types of binding per month from any one or more libraries.
4. An undertaking from the binder that they have not been blacklisted/declared ineligible by any government agency/ university/ autonomous bodies in India.

Financial Bid

1. The binder should quote single rates irrespective of size or number of pages.
2. The binding rates shall be valid till 31st March 2018.
3. The binding rates once quoted by the binder shall not be allowed to be altered after submission of sealed quotation.
4. The binder shall not be allowed to vary their quoted rates at any time on whatsoever ground subsequent to rates having been decided by the DULS through this bidding process.
5. All duties, taxes, packing and forwarding charges, if any, and other levies payable and other charges connected to delivery and other allied items at the destination shall be included in the quote.
6. The binding work is to be according to the prescribed specifications obtainable on request from the library.
7. Binding Committee can ask for samples of binding, if required. The work will be subject to the approval of the University Librarian. In case not considered up to the mark or not in accordance with the specification shall be rejected.
8. The Binder shall execute the work within the time specified each time the books are given to him.
9. The Binder shall be responsible for loss or damage of books handed over to him for binding even if it is discovered after the expiry of the contract. The liability of the binder for such damage/loss shall be equivalent to the full cost of the books irrespective of the condition of the book at the time of delivery, and shall be adjusted from the bill or security of the binder, if not deposited within fifteen days of demand by the University Librarian.
10. The binder shall take delivery of the books at the premises of the library or any other service unit of the library and return them after binding at their own expenses transport charges shall be borne by the binder for both ways.
11. The books and periodicals etc., received by the binder for binding shall not be taken out of city of Delhi for any purpose whatsoever, nor lent out to anybody for any purpose.
12. The binder(s) shall have to satisfy the University Librarian that they have sufficient capital, machinery, manpower and place to carry out the binding work of Delhi University Library System.

13. The University Librarian's decision in all the matters shall be final and binding on all concerned.
14. The University Librarian reserves the right to terminate the proposed bidding process at any time without assigning any reason.
15. Attempt on the part of the bidder to canvass any official of the Delhi University Library System in respect of his quotation will result in the rejection of his quotation and disqualification for future dealing with Delhi University Library System.

Number of Quotations

- Each bidder shall submit only one quotation.

Validity of Quotations

- Quotation shall remain valid for a period of 120 days after the deadline date specified for submission.
- No interim communication on the status of quotations shall be entertained; bidder shall, however, provide additional details for evaluating the quotations if wanted.

Evaluation of Quotations

A Committee of DULS, University of Delhi will evaluate and compare the quotations determined to be substantially responsive i.e.

- are properly signed;
- conform to the terms & conditions.

Yours faithfully,

Dr D V Singh
University Librarian

**PROFORMA FOR SUBMISSION OF COMMERCIAL BINDING RATES
FOR THE YEAR 2016-18 TO THE UNIVERSITY LIBRARIAN, UNIVERSITY
OF DELHI, DELHI-110007**

Company's Name -----

Address -----

Telephone Number -----

Email -----

Quoted Commercial Binding Rates (In Rs.) :

S.No.	Category	Rates in Rs.		
		Books	Periodicals	Thesis
1.	Half Leather with Golden Tooling			
2.	Red Full Cloth with Golden Tooling			
3.	Full Cloth with Ink Tooling			
4.	Board with Ink Printing			

Signature & Seal of the Firm