

कालिन्दी महाविद्यालय

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KALINDI COLLEGE

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East Patel Nagar, New Delhi-110008
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NAAC ACCREDITED 'A' GRADE COLLEGE

Ref No KC/LIB/9B

Dated: 25.11.2020

QUOTATION INVITED FOR BINDING OF BOOKS, JOURNALS (LIBRARY) 2020-21

Sealed (with cello tape) quotations are invite from firms/agencies for binding of library books, Journals etc (quantity mentioned below) on the attached proforma on the following terms and conditions.

ITEM FOR BINDING	QUANTITY (APPROX)
Books	1600
Journals & Accession Register or others Register	150-160
Question papers and Photostat Material	50

- Flat rates should be quoted for the following types of binding irrespective of the size of the book, periodicals. (Rates of each item shall be indicated both in words and figures)
 - Half leather binding of books with gold printing
 - Half leather binding of Journals, Accession Register & Statistics Register with gold printing
 - Board Binding with Ink Printing
- The binding firm/agency must have GST registration number.
- 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 found satisfactory. The college also reserves the right to terminate the contact at any time without assigning any reason.
- The binding will include printing of library name in short (KCL), call number, accession number, title: subtitle and author, Volume, part etc if any.
- The binder will be responsible for the damage of books during the process of binding In case of loss/theft of books by the vendor, the current price of loss book/(s) will be charged.
- The binder shall paste the due date slip, book plate and book pocket at the specified place on the books, periodicals etc he has bound. Due date slips, book pocket and bookplate will be provided by the library for the purpose.
- Binding assignment work is to be completed within one month of time after receiving order for binding work.
- No advance payment will be made.
- 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.
- The quotation letter with the words "**Quotation for Book Binding (Library)**" should reach the college office by **17th December 2020 upto 4.00 pm**. No quotations will be entertained after due date.

Copy: Website

Punam
Sahdeva
27-11-2020
For PRINCIPAL
(Date)