



Assam University, Silchar

**AUL/JB/44/15**

**DATED: 18/01/2018**

**Tender for Binding of Journals/Damaged Books**

Sealed Quotations/Tenders are invited from a reputed Binder/Vendor for binding of journals/damaged books in Rabindra Library, Assam University, Silchar as per specification and terms and conditions given below:

**Specification of Binding:**

1. Half leather + Half Rexene (leather on spine and corner) with gold letter embossing Title of Journal/Book, Author of the Book, Name of University and Library name as per design finalized. The spine and corner should be of leather with juzbandi kind of stitching.
2. The spine is also to be gold printed with title along with volume no., issue no. and year and publisher name etc as per design finalized.
3. Stitching should be juzbandi type and of good quality.
4. Size of Journals/Books: A4/A5/Crown Quartos.

**Total No. of Volumes to be bound:**

Number of volumes to be bound is approximately 1500 which is likely to vary at the time of making final set of binding.

**Terms and Conditions:**

1. **Last date for tender submission:** The sealed quotations/tenders, complete in all respects must reach the Librarian, Assam University, Silchar-788011 on or before **12-02-2018 up to 3.00 PM**. Tenders will be opened on 20<sup>th</sup> February, 2018 at 3 PM in the Librarian's office.
2. Binder/vendor should be registered for GST/CST/SST and Income Tax and should enclose copy of relevant certificates with the quotation/tender. Without a valid GST/CST/SST registration certificate tender will not be acceptable.
3. The quotation/tender received after due date and time or incomplete in any aspect shall be rejected out rightly.
4. The envelope containing quotation/tender should have the superscription "**Quotation for binding work in Rabindra Library, Assam University**". If the superscription is not mentioned on the envelope by the Quote, Quotation/Tender may not be accepted.

5. At least two samples of binding should be enclosed/submitted with the quotation as per prescribed specifications. Failing which the quotation will be rejected. The acceptance of the tender shall be subject to the satisfaction of the tender document by the Librarian/inspection committee after inspecting the sample enclosed.
6. All charges and terms may be spelt out in your tender clearly. Charges not mentioned in the quotation shall not be accepted.
7. The binder should specially mention the time for execution of above work while submitting the tender.
8. The Binder has to undergo through a rate contract of one year so that the journal received during course of time or other damaged books may be got bound from the same order.
9. The vendor will have to execute the binding work at library premises on working days and during working hours only. Books/journals will not be allowed to take out for binding work.
10. The University does not bind himself to accept the lowest quotation and reserve the right to cancel the quotation/tender without assigning any reason therefore.
11. Binding jobs have to be executed strictly as per the schedule framed by the Library.
12. The binder shall be responsible for any loss and/or damage to the documents due to fire, theft or any other cause during binding period. In case of loss and/or damage, the binder shall replace the document with the duly bound new journals/books or pay double price of the document thereof to the University within fifteen days from the date of notice thereof.
13. All the penalties, losses, shortages etc. shall be recovered from the pending bills and security amount of the binder.
14. In case of delay of the job work, the binder shall be liable to pay penalty equivalent to 1% (one per cent) of the binding cost of unbound volumes each day or such other amount as the University Librarian/Committee may decide, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total cost of books and journals. However, an appeal for extension of time limit can be made, but the right to accept or reject of appeal is fully reserved with the Librarian whose decision will be final.
15. The binder shall not enhance the rates for any reason whatsoever during the contract period.
16. **Tender processing fees:** An amount of Rs. 1000.00 should be paid as tender fee. For payment of tender fee vendors can pay it through electronic transfer mode only and the printed receipt of the same should be attached with the tender document as a proof. The details of the Bank a/c where tender fee is to be deposited is – **A/c No - 20050100000007, A/c holders Name- Assam University Revenue A/c, Bank Name and Branch- UCO Bank, Assam University Branch (RTGS/NEFT/IFS Code- UCBA0002005).**

17. The quotation/tender should also be accompanied with a /BG/Call Deposit certificate of Rs.10,000.00 (ten thousand) from any nationalized bank pledged in favor of Finance Officer, Assam University, Silchar as BG/EMD/Call Deposit. The EMD/Call Deposit of bidders, other than selected bidder will be released within two months after the finalization of successful bidder.
18. The earnest money/call deposit of successful bidder will be released only after the execution of work and subject to satisfaction of work by Librarian/Inspection Committee.
19. If the Binder backs out of the Binding Contract , his security/earnest money shall be forfeited and shall be liable to such other action as blacklisting, debarring from having any business with the university, besides any other action as deemed proper by the University.
20. A certificate that the firm has not been debarred/blacklisted for any reason/period by any Central/State Govt. Department/University should be enclosed with tender/quotation. If so, particulars of the same may be furnished clearly. Concealment of fact shall not only lead to cancellation of the order for binding, but may also warrant legal action.
21. Regarding selection of binder, placing of order, the decision of Assam University will be final. No correspondence will be entertained.
22. All disputes will be under Silchar jurisdiction.



Librarian  
Assam University, Silchar