

In replying please quote the number and date of this letter

L/469/22/19-20 dated 19-12-19



**University of Calcutta
Central Library
87/1 College Street
Kolkata- 700073**

**From
University Librarian**

Tel : 033 2241-0071/4984
E-mail : univlibrarian@caluniv.ac.in

19 December, 2019

Notice inviting Tender for binding and mending books, journals and other documents

University of Calcutta invites sealed tenders in order to prepare a panel of binders for binding and mending books, journals and other documents of various size and types for the libraries of the University on the basis of the lowest rate which will remain fixed and valid for three years. **The last date of submission of tender is 6 January, 2020.**

The duly filled-in prescribed proforma along with the relevant documents should reach the office of the University Librarian, University of Calcutta, Central Library, 87/1 College Street, Kolkata- 700073 till 12.00 noon, **06.01.2020**. The tender will be opened on the same day, i.e. **06.01.2020 at 03.00 pm**. Interested binders or their authorised persons may remain present. Tender proforma is available on the University website, <https://www.caluniv.ac.in>.

Eligibility criteria for taking up the work:

The tenderer has to fulfill the following eligibility criteria (documentary evidence to be attached)

- a) The tenderer must have minimum five years experience of binding work in the academic libraries/Govt. libraries/autonomous bodies etc.
- b) The intending binder must submit the following –
 - 1) Trade Licence (self attested)
 - 2) Copy of PAN (self attested)
 - 3) Voter ID Card (self attested)
 - 4) GST (self attested)

TERMS AND CONDITIONS

1. The rates for binding and mending shall remain fixed and valid for three years from the date of work order.
2. The rates quoted should be inclusive of all charges including all taxes, and insurance etc. The delivery from and to the library should be at the binders cost.
3. The mending work shall have to be done inside the library premises.
4. The University reserves the right to discontinue the binding/mending work of the binder if the binding/mending work is not found satisfactory and no grievance will be heard from the binder.
5. In general the binding work will be given binding works in a lot at a time and the binder shall return the duly bound books, journals, etc. within 45 days from the date of receipt of the lot. Delay in delivery impose penalty of 5 % of the total binding cost of the bill per week.
6. After binding, if any defect(s) is/are detected, the binder will have to remove defect(s) without claiming any additional charge for the same. If any book is lost, the binder shall be liable to replace a new book or pay the entire cost of the book.
7. Before submission of the quotation, the binder may inspect all type of binding works, if so desires, during office hours i.e. from 10.00 a.m. to 5.00 p.m. except on holidays.
8. If any book given for binding is returned in a damaged condition, the binder shall have to replace the book in a duly bound condition at his own cost within a period of one month.
9. In case, the binder is not regular in completing the work of binding allotted to him and does not maintain the standard of binding work, the University reserves the right to discontinue the contract.



TENDER PROFORMA

To
The University Librarian
University of Calcutta
Central Library
87/1 College Street
Kolkata-700073

Sir,

With reference to your tender notice no. _____
dated_____I have examined the tender document and understood its
contents. I hereby submit information and rates for binding/mending of books, Journals and
other documents.

Name of the Firm :

Complete Postal Address :

Trade Licence Number :

PAN Number :

GST Number :

Mobile Number :

Alternate Mobile Number :

Name and address of organisation where similar work done in last five years :

- 1.
- 2.
- 3.
- 4.
- 5.



RATES FOR BINDING

1. Item : Full Leather with Gold Lettering

Size with thickness upto 2.5 inches	Rate for binding with materials per book/journal/other document (Rs.)
Upto 18 inches	
Upto 17 inches	
Upto 16 inches	
Upto 15 inches	
Upto 14 inches	
Upto 13 inches	
Upto 12 inches	
Upto 11 inches	
Upto 10 inches	
Upto 9 inches	

2. Item: Half Leather Rexin with Gold Lettering

Size with thickness upto 2.5 inches	Rate for binding with materials per book/journal/other document (Rs.)
Upto 18 inches	
Upto 17 inches	
Upto 16 inches	
Upto 15 inches	
Upto 10 inches	

3. Item :Full Cloth with Gold Lettering

Size with thickness upto 2.5 inches	Rate for binding with materials per book/journal/other document (Rs.)
Upto 17 inches	
Upto 16 inches	
Upto 15 inches	
Upto 7 inches	
Upto 6 inches	
Upto 5 inches	

Signature with stamp of Binder / Authorised Signatory