

Quotations for Books/Journals Binding

Sealed Quotations are invited for the binding of books, journals and other documents of IDSA Library as per following specifications:

S. No	Approx. size of Document	Type of Binding
1.	A3	1. Half Leather with thick board (48) and full rexine.
2.	A4	1. Half Leather thick board (48) and full Rexine
3.	A5	1. Half Leather thick board (48) and full Rexine

1. Total number of volumes to be bounded in a year would be 300-450 (approx.)
2. Interested firms are required to submit the quotations in accordance with the terms and conditions as mentioned below.
3. Participating firms are required to submit details with quantum of work done of book binding in government/institutional libraries.
4. Sealed Quotations addressed to “Assistant Director, Institute for Defence Studies and Analyses, No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt., Delhi-110010 ” to be sent at the address given above and the envelope containing the quotation is super scribed “Quotation for Binding of Library Books and Journals”. The last date for receipt of quotations is 12th February 2018.

Terms and Conditions

1. Samples of binding work done earlier by the firm covering each type of binding mentioned above, must be presented as samples of work.
2. The binder should have their own bindery.
3. A security deposit of Rs. 3000.00 is to be deposited by the firm after the quotation is accepted and the time of signing the contract.
4. The firm selected shall first bind one book of each category mentioned above, which will be retained as specimen for checking the quality of binding done from time to time.
5. All the binding works that will be done throughout the period of rate contract must be conform to the quality and material specifications of the specimen. Any binding work not conforming to the quality will not be eligible for any payment.
6. Director General, IDSA reserves the right to cancel the rate contract at any time during the period of contract by giving one month's notice. IDSA will not be responsible for any loss incurred by the firm due to such cancellation.

Director General, IDSA reserves the right to accept or reject the lowest of any offer or all offers without assigning any reasons thereto