



## ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY Awantipora

### **TENDER NOTICE FOR BINDING OF BOOKS, JOURNALS / MAGAZINES & NEWSPAPERS**

Islamic University of Science and Technology (IUST) Awantipora invites sealed tenders affixed with revenue stamp of Rs 2/- from registered book binders for binding of books, journals, magazines and newspapers in the Central Library. Specification of binding along with terms and conditions of work is given in the tender document. Tender document may be obtained from the office of Central Library, IUST, Awantipora or can be downloaded from University website [www.islamicuniversity.edu.in](http://www.islamicuniversity.edu.in). Tender document complete in all respects along with the samples should reach the office of Librarian, Islamic University of Science and Technology, Awantipora, J&K - 192122 by or before 21<sup>st</sup> January 2019 (2:00 PM). The rates shall be quoted as per the format of the tender document.

Approximate Cost	Rs. Two lakhs
Last date & time of Submission of tenders	21/01/2019 (2:00 PM)
Cost of tender document (DD)	Rs.300/- (non-refundable)
Earnest Money Deposit (CDR)	Rs.10,000/-

**Sd/-  
University Librarian**

No. IUST/LIB/B-34/18/646  
Dated: 21 /12/2018

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## **A. Eligibility**

The bidder should fulfill following conditions

1. The bidder should have Permanent Account Number (PAN) issued by the Income Tax Department, Govt. of India.
2. The bidder should have GST No (*if applicable*).
3. The bidder should have carried out binding work of books/journals/magazines & newspapers of three reputed academic institutions, and shall produce a proof thereof; and
4. The bidder should not have been blacklisted / banned by any Government organization / University / educational institute.
5. The tender document should be accompanied with the cost of tender document Rs. 300/- (*non-refundable*) in the form of Demand Draft favouring University Librarian Islamic University of science and Technology, Awantipora.

## **B. Binding Specification**

The firm shall have to follow the following specifications of binding:

1. Leather binding on the spine and four corners of the document. Leather should be dyed with fast colour and shall not have hairs and spots formed by the use of sulphuric or other deleterious acids. Superior quality rexine for rest of the cover.
2. Cardboard of good strength as base material. The sample of the cardboard binding shall have to be provided by the bidder as and when asked for.
3. Golden ink lettering on spine
  - a) Gold lettering shall be neat in appearance, correct in spelling, and permanent in nature.
  - b) Lettering shall be of good size and easily readable. Small lettering shall be accepted on very thin volumes only.
  - c) In addition to book/journals/Magazines/Newspapers details, following image should be embossed on the bottom-end of the spine.



4. All torn pages shall be properly joined and pasted with paper or chiffon reinforced with tough paper before sewing.
5. Each document should have four fly leaves and threads pasted inside the cover of every cardboard.
6. The binding of books, loose issues of journals and newspapers need to be done as per the instruction of the Librarian.

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7. The firm has to maintain a proper order of the loose issues of journal volume, page numbers, etc. A mistake in collating will require the binders to rebind the whole volume at their own cost.

All documents enlisted above including binding specimen should be sealed in an envelope super scribed **“TENDER FOR BINDING OF BOOKS, JOURNALS AND NEWSPAPERS”**.

**D. Submission of Tender documents and Tender opening.**

1. Tender complete in all respects should be submitted in the office of Central Library, IUST, Awantipora either in person or by registered post by or before **21/01/2019 at 2:00 PM**.
2. Tenders received after closing date and time, for any reasons whatsoever, shall not be considered.
3. Tender Bids will be opened on the **22<sup>nd</sup> January 2019 at 2:00 PM** in the office of University Librarian, IUST. If tenders cannot be opened on the due date due to any unavoidable circumstances, tenders will proceed to next working date at the same time.

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**Terms and Conditions: -**

1. Each page of tender document should be signed by the bidder.
2. The University reserves the right to change, modify, amend or substitute any clause in the Terms and Conditions.
3. Binding work would be done as and when required and accordingly payment may be released on submission of bills as per work done.
4. The rates must be quoted both in figures and words and over-writing should be avoided.
5. The University reserves the right to accept or reject the lowest or any offer or all offers without assigning any reason thereto.
6. Incomplete or unsigned bids or conditional bids or bids without required documents are liable to be rejected.
7. The firm should enclose a specimen of the binding with the quotation as per prescribed specifications. Failing which, the quotation will be rejected.
8. Binding should be durable
9. All publications received from the library should be properly examined by the binder.
10. If at any stage the authorities feel that the binding work is not up to the mark, the binder shall have no claim for payment and security deposit shall be forfeited.
11. The rates quoted should be inclusive of all taxes, and FOR University Campus.
12. **The tender document should be accompanied by EMD of Rs.10,000/- in shape of CDR pledged to Islamic University of Science and Technology, Awantipora. The EMD of unsuccessful bidders will be returned after the selection of successful bidder and that of the successful bidder after the submission of performance security of 20,000/- in shape of CDR pledged to Islamic University of Science and Technology, Awantipora.**
13. The agreement shall be for a period of one year only which may extend by mutual consent of both parties.
14. The samples of the binding shall be submitted along with tender. The binder shall use the material strictly as per the sample.

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15. The binder shall ensure that the document isn't damaged during the binding process.  
In case damage is caused to the document, the binder shall have to pay three times cost of the document.
  16. The binder shall start the work within two weeks from the date of placing the order.
  17. In case of any dispute, the decision of the Vice-Chancellor, IUST shall be final and binding on the parties
  18. The right to appeal will be within the jurisdiction of Pulwama court only.

**Billing procedure**

1. Three copies of the bill/invoice should be addressed in the name of the following and submitted in the Central Library of the University

**University Librarian  
Islamic University of Science & Technology  
One University Avenue,  
Awantipora, Pulwama, J&K 192 122**

2. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

Date:

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*Signature of Partners/ Proprietors with Seal of the Firm*

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## TENDER FORM

*(Technical bid)*

1. Name of the Firm: \_\_\_\_\_

2. Name of the Proprietor: \_\_\_\_\_

4. Name of Partner (if any): \_\_\_\_\_

5. Date of Establishment of Firm: \_\_\_\_\_

6. PAN of the Firm: \_\_\_\_\_

7. GST No. *(if applicable)* \_\_\_\_\_

7. Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Phone no.: \_\_\_\_\_ Fax.: \_\_\_\_\_

Website (if any) \_\_\_\_\_

Cell No. of contact person/s: \_\_\_\_\_

E-mail address: \_\_\_\_\_

9. Demand Draft (tender document fee) details:

DD No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Issuing Bank: \_\_\_\_\_

10. CDR (Earnest Money Deposit) details:

CDR No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Issuing Bank: \_\_\_\_\_

**Declaration:**

I/ We do hereby declare that entries made in this form are true to the best of my/ our knowledge and belief.

Date: \_\_\_\_\_

*Signature of Partners/ Proprietors with Seal of the Firm*

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## Proforma for Financial Bid

### RATES OFFERED

#### a) Books

S. No.	Size of Books (Appox.)	Half Leather with Pvc and Gold Lettering (leather on spine/corners)	Half Leather with Ragzine and Gold Lettering (leather on spine/corners)
1.	10x6 ¼		
2.	11x9		
3.	15x10		
4.	9 ½x 7		
5.	8x6		

#### b) Journals/Magazines (bound Vols)

S. No	Size of Journals (Appox.)	Half Leather with Pvc and Gold Lettering (leather on spine/corners)	Half Leather with Ragzine and Gold Lettering (leather on spine/corners)
1.	13x10		
2.	11x9		
3.	9 ½x7½		
4.	8x6		

#### d) Newspapers (bound Vols)

S. No	Size of Newspapers (Appox.)	Card Board Binding with Spine Tooling in Black Ink	Ragzine Binding with Gold Lettering
1.	21x14		
2.	23x14		
3.	24x19		

I hereby accept the terms and conditions given in the tender notice no: - IUST/LIB/B-34/18/ 646  
dated: 21-12-2018

Seal & Signature

Name of the firm:

Address:

Telephone No: -