



**THE OFFICE OF THE FINANCE OFFICER
VIDYASAGAR UNIVERSITY
MIDNAPORE-721 102**

Ref. No. VU/FO/Tender/03/17

Date: 02.08.2017

TENDER NOTICE

Sealed Quotations are invited from the reputed **book binding concerns** for binding of books, journals and other reading materials as per the requirements (mentioned below) of the Central Library of Vidyasagar University, Midnapore.

The willing participants are requested to submit their bids (in the following format) along with a Demand Draft of Rs. 5000/- as earnest money (refundable), drawn in favour of "Vidyasagar University", payable at Midnapore within 16.08.2017 (up to 5-00 PM) at the office of the Deputy Librarian, Central Library, Vidyasagar University.

Sl. No.	Description of Items	Type of Binding	Unit Rate (inclusive of all)
1	BOOKS	(i) <i>Half Leather</i> (Spine & Corner) binding covered with good quality <i>Rexene cloth</i> with gold lettering on the spine.	
		(ii) <i>Half Cloth</i> (Spine & Corner) binding covered with good quality <i>marble paper</i> .	
		(iii) <i>Full Rexine Cloth</i> binding.	
2	JOURNALS	(i) <i>Half Leather</i> (Spine & Corner) binding covered with good quality <i>Rexine cloth</i> with gold lettering on the spine.	

General Terms and Conditions :

- The prospective bidders must have valid G.S.T Registration Certificate and PAN card and must have up-to-date Clearance of Income Tax return / P. Tax clearance certificate (documents are to be attached).
- The rates to be quoted on F.O.R basis for the Vidyasagar University Library at Midnapore, W.B.
- The bidder shall ensure that the leather, cloth, rexine cloth, board, paper, threads/tapes, etc. used for binding work are of good quality.
- Each journal should be properly bound with Sectional / Round stitching.
- The binding should be such that the pages of the volumes can easily lie flat for reading as well as photocopying purposes, whenever necessary.
- In case of any damage caused to the books and journals during the process of binding, the *Binding Firm* will have to replace the same or bear the cost of the document (as decided by the authority).
- In case of delay in completion of jobs or any other breach of terms & conditions, the university authority may initiate appropriate action against him as it thinks fit.
- The quoted rates **will remain valid for two years** from final selection of the Binding Firm.
- The Earnest Money deposit will be refunded to the unsuccessful bidders and for the selected bidder it will be converted into Security Deposit.
- The bidder is expected to offer most comprehensive prices.
- The bidders should mention their detailed contacts [indicating *Name of the Binding Firm / Name and Signature of the Proprietor (with seal) / Contact Nos. / E-mail ID (if any)*]

Sd/-

Finance Officer (Actg.)
Vidyasagar University