

NOTICE INVITING QUOTATIONS FOR BINDING OF LIBRARY BOOKS & JOURNALS

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

S.No.	Approx. Size of Document	Type of Binding
1.	A3	1. Half Rexine / PVC with thick board and paper cover. 2. Half Rexine / PVC with thick cover paper.
2.	A4	1. Half leather and full Rexine / PVC. 2. Half Rexine / PVC with thick board and paper cover. 3. Half Rexine / PVC with thick cover paper.
3.	A5	1. Half leather and full Rexine / PVC. 2. Half Rexine / PVC with thick board and paper cover. 3. Half Rexine / PVC with thick cover paper.

1. Total number of volumes to be bound in a year would be about 1000 – 3000.
2. Interested firms are required to submit the quotations in accordance with the terms and conditions mentioned below.
3. Participating firms are required to submit details of some reputed government /institutional libraries where they are already doing binding job.
4. Quotations must be sealed and sent to “Assistant Director (Admn), Indian Council of World Affairs” at the address given above and the envelope containing the quotation is superscribed “**QUOTATION FOR BINDING OF LIBRARY BOOKS AND JOURNALS**”. The last date for receipt of quotations is **15 March 2012**.

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 at 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 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, ICWA reserves the right to cancel the Rate Contract at any time during the period of the Contract by giving one month’s notice. ICWA will not be responsible for any loss incurred by the firm due to such cancellation.

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

Assistant Director (Admn)
For Director General