

Library, DaulatRam College ,

University of Delhi, Delhi-110007

Dated: 19/11/2018

Ref: No.....

M/s _____

Subject: Quotation for binding books and periodical for the Year 2018-19

Dear Sir / Madam,

Sealed quotations are invited for the binding of Library books and periodicals etc. as per the terms and conditions given below books of the size small size (7"x5"), Middle size (9"x5"), and Large size (10"x7") must be quoted for the following types of binding. (1) Books, Nature and type of Binding Full Cloth Binding (with ink printing) (2) Photocopy Binding: Full Cloth Binding with ink printing (3) Periodicals Full Cloth Binding with ink printing

The Quotations should be super scribed "Quotation for Library Binding" addressed to the Principal, DaulatRam College, University of Delhi, Delhi -110007 and must reach the office of the undersigned latest by 08/12/2018, 4.00 P. M.

Terms and Conditions:-

1. The Bound books and Journals etc. must be returned within a period of 30 days or earlier, if required, on urgent cases.
2. The binder must have his own bindery with all the binding tools as well as with necessary arrangement of printing title in Hindi and English.
3. The firm having own telephone /mobile number will be preferred. The communication this number must be indicated clearly. 4. Section stitching is to be done.
5. Split double boarded standard material is to be used and fine finishing is to be given
6. Book plates, Date Slips supplied by the college, are to be pasted
7. In the Quotation letter, names of colleges and other institutions must be mention where binding work was carried out during the last three years.
8. The Principal's decision will be final in case of all disputes.

P. H. (S) [Signature]
Librarian

[Signature]
Principal