

DaulatRam College
(University of Delhi)
Library

Lib/Book-binding/2024/

Dated: 04/03/2024
5

Subject: Quotation for book and periodical binding-reg.

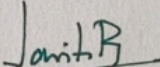
Sealed quotations are invited for the binding of Library books and periodicals as per the specifications given below:

- Books of the small size (7"x5"), middle size (9"x5")
- Large size (10"x7") must be quoted for the following types of binding.
- Books, Nature and type of Binding: Full clothe (Jhandewala) binding (with ink printing)
- Photocopy Binding: Full Cloth Binding with ink printing.
- Periodicals: Full Cloth (Jhandewala) Binding with ink printing. Half leather with rexine cloths and gold printing flat rates

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
9. It is issued with the approval of the competent authority.
10. Librarian has a right to tear off one book per hundred to check the binding.

Note : The quotation should be super scribed "Quotation for Library Book Binding" and addressed to the Principal , Daulat Ram College, 4 patel marg , Delhi 110007 and reached by 11/03/2024 at 5.00 pm.


Principal

Copy to:

- In charge –website
- Librarian
- Concerned file