

01.09.2011

Our Ref: Lib-10/2011

Sub: Quotation for appointment for Book Binder (Nov. 2011 to Nov. 2014)

Dear Sir,

This Bureau requires the services of experienced book-binders for binding of its publications including technical journals/magazines, during the year 2011 – 2014 as per specifications given below and also conforming to IS 3050: 1965.

1. STYLE : **A). HALF LEATHER STYLE :-**

- i) The style shall be HALF LEATHER STYLE with back and corners of covers provided with black/red leather (black leather in case of journals/magazines, and red leather for books and other publications).
- ii) All sections of the journals/books shall be first stitched separately and then cross –stitched before these are sewn to tapes.
- iii) All the journals/books shall be provided with end-papers just inside the covers.

**B). SOFT BINDING :-** i) Front and back cover pages are removed and replaced by pulp board. ii) Spine of the books are stitched. Subsequently, a cotton tape is pasted on the spine. iii) Finally, the original cover page of the books are cut and pasted on both sides.

2. MATERIAL TO BE USED :

- i ) Leather : Tanned fast black/red colour leather free from all deleterious acids and surface defects shall be used.
- ii) Cloth : Only imperial moroco cloth or good quality art canvas of black/red colour shall be used for covers.

iii) Paper : The end papers shall be of good quality, tough, opaque and dark grey in colour.

iv) Tapes: Four tapes of unbleached cotton in 10mm width shall be used.

3. PRINTING : The titles etc. shall be printed in English letters directly on leather so as to give bright, clear distinct letters in straight lines. The printing should be of the top quality and in **GOLDEN COLOUR.**

4. Other TERMS & CONDITIONS: I) A sum of Rs.1000.00 (Rs. One Thousand) shall be deposited by each tenderer with our Cashier (Room No.252 , 2<sup>nd</sup> Floor, Manakalya) as Earnest Money. The receipt number and date thereof shall be mentioned in the quotations. This money shall be refunded if quotations are not accepted. The quotations of tenders who do not deposit the earnest money shall not be considered.

ii) The Earnest Money deposited by the tenderer whose quotations are accepted shall be retained by the Bureau as SECURITY. It shall be refunded after the expiry of the period of contract and subject to the adjustments of any dues, which may be lying outstanding against the tenderer at the time of expiry of contract. The Security of such tenderers who refuse to accept the binding work after acceptance of quotations, shall be liable to be forfeited.

iii) The tenderers should quote flat rate per volume for all the sizes of publications (Books/journals/magazines).

iv) The tenderers whose quotations are accepted will be responsible for collecting and returning the publications before and after binding, from and to our library. The bound publications shall be returned to our library within a reasonable time, or as specified in each time.

v) The quotations should be sent alongwith a SPECIMEN BINDING, for which a book or set of journals can be collected from our library on contacting the undersigned on any working day (Monday to Friday) between 1400 hrs to 1630 hrs.

vi) The quotations of tenderers, who do not send a SPECIMEN binding alongwith the quotations shall be rejected summarily.

vii) Only those tenderers who are running their own BINDERY well equipped with modern binding techniques should send their quotations. The undersigned shall have the right to inspect the tenderer's workshop to satisfy ourselves that whether or not it is properly equipped with modern facilities, to meet with our requirements. It would be done before eventually appointing a book-binder.

viii) The Bureau reserves the right to accept or reject summarily any or all quotations in the whole or in part without assigning any reasons whatsoever.

ix) All the quotations received by the undersigned up to the last date for receipt i.e 2011 09 28 (Wednesday) up to 1500 hrs shall be opened on the **same day at 1530 hrs** in presence of such tenderers or their authorized representative as may care to attend.

x) The envelope containing the quotations should be superscribed (quotations for Binder for Library) and should be addressed to:

Director (Library Services Centre)  
Bureau of Indian Standards, Manak Bhavan,  
9, Bahadur Shah Zafar Marg  
New Delhi – 110 002

Should these terms and conditions be acceptable to you, kindly send your lowest quotations in a sealed cover alongwith a SPECIMEN binding latest by 1500 hrs on Date: 2011 09 28 (Wednesday) after which no quotations shall be entertained.

A copy of the above Tender Document is also uploaded on our Website: [www.bis.org.in](http://www.bis.org.in)

Yours faithfully,

(Roma Roy)  
Director (Library Services)