

दशबन्धु महाविद्यालय
(दिल्ली विश्वविद्यालय)
कल्काजी, नई दिल्ली - ११००१९
दूरभाष : २६४३९६६५ फैक्स : २६४४९३९६
वेबसाईट : www.deshbandhucollege.ac.in
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DESHBANDHU COLLEGE

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Notice

January 1, 2020

Quotations are invited for the Binding work of Library Books and Periodicals

It is requested that the following should be carefully observed in every detail while submitting quotations otherwise the quotations may not be considered.

1. Rates for the same should be quoted/classified according to their size and thickness.
2. Quotations should be sent under sealed cover and should be addressed to **Principal Deshbandhu College, Kalkaji New Delhi-110019**, so as to reach **within 15 days**.
3. The word "**Quotations for binding Work of Library**" should be written prominently on envelop.
4. The firm whose quotations would be accepted shall have to deposit a security of Rs. 15,000/- (Rs. Fifteen Thousand Only) as Demand Draft in favour Principal Deshbandhu College. The amount shall be returned to the firm in 3 months after the completion of work. If the work of the firm is found unsatisfactory, security may be forfeited. The firm shall have to remove the defects found, if any in the binding work at its cost.
5. The firm shall have to complete the binding work at the rate of 300 books/periodicals in 3 weeks from the date of the binding work is given. A penalty may be imposed on the firm if it delays the return of books, which may be deducted, from the security deposit.
6. Books for binding would be taken from and delivered in the college library.
7. The rates quoted should be inclusive of all charges such as cartage etc.
8. The firms will have to use best quality material for binding work.
9. The approximate number of books / periodicals for binding work is approx. 1300.
10. The binding rates shall be valid till 31st March, 2020.

Dr. Rajiv Aggarwal
Principal

Deshbandhu College Library
Kalkaji New Delhi-110019

Performa for submission of quotations for binding work

S.No.	Sectional/Cross Stitch Binding	Flat Rate per Book or Periodicals size up to 400sq. cm	Flat Rate per Book or Periodicals size above 400sq. cm
1.	Half Leather with gold lettering on spine Author, Title, Call No. and Name of College		
2.	Full Cloth with gold lettering on spine Author, Title, Call No. and Name of College		

Signature of the Proprietor

Name _____

Stamp of the firm