



देशबन्धु महाविद्यालय
(दिल्ली विश्वविद्यालय)
Deshbandhu College
(University of Delhi)



December 15, 2021

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

It is requested that the following should be clearly 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 not received on or as per enclosed proforma will not be considered.
3. 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.
4. The word "Quotations for Binding Work of Library" should be written prominently on envelop.
5. The firm whose quotation would be accepted shall have to deposit a security of Rs. 15,000/- as Demand Draft in favour of 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.
6. 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.
7. Books for binding would be taken from and delivered in the college library.
8. The rates quoted should be inclusive of all charges such cartage etc.
9. The firms will have to use best quality material for binding work.
10. The approximate number of books / periodicals for binding work is 1400.
11. The binding rates shall be valid till 31st March 2022.

Dr. Rajiv Aggarwal
Principal

Deshbandhu College Library
Kalkaji, New Delhi -110019

Proforma for submission of quotations for binding work

S. No.	Sectional /cross stich binding	Flat rate per book or periodicals size up to 400 sq. cm	Flat rate per book or periodical size above 400 sq cm.
1.	Half leather with gold lettering on spine author, title, call no. and name of the college		
2.	Full cloth with black lettering on spine author, title, call no. and name of the college		

Name and signature of the proprietor
Stamp of the firm