

By Regd. post

PC (LBY) 9-1/2007
Government of India
Planning Commission
(Library)

Yojana Bhawan, Sansad Marg,
New Delhi

Dated, the 14th February, 2007

To

As per list enclosed

Subject :- Calling for quotation for binding work for the year 2006-2007.

Sir,

Planning Commission (Lib.) has proposed to call for sealed quotations for finalizing the contract for binding of books/documents etc.

2. In case your firm/agency desires to participate in the tender, you may submit your rates in the enclosed Proforma along with other relevant documents (specified in the enclosed terms & conditions) and deposit the same in a sealed cover in the tender box placed at the reception of the Yojana Bhawan on or before **3.00 p.m.** on **07.03.2007**. The quotations will be opened in the presence of the representatives of the participating firms/ agencies who wish to be present on the same day at **3.30 p.m.** in the room of Under Secretary (Library), 1st floor, Planning Commission Library, Yojana Bhawan, New Delhi-110001.

3. The firm/agency has to send three samples (half leather, full rexene, ordinary binding) of the binding work with their quoted rates. They may contact this library along with this letter for obtaining samples of these three types of binding work which are required to be got done. No payment will be made for the sample binding work. The decision of this office regarding rates etc. will be final and this library is not bound to accept the lowest quotations.

4. A copy each of the Proforma & detailed terms and conditions are enclosed.

Yours faithfully

(S. Bose)
Under Secretary (Library)
Tele. No. 23096513

1. Binding (with Printing)

Category of binding (in inches)	Half-leather		Full Rexin	Ordinary binding	
	Ink Ptg.	Gold Ptg.	Gold Ptg.	Ink Ptg.	Title pasting
Upto 7.5 x 5					
Above 7.5 x 5 Upto 9.5 x 6					
Above 9.5 x 6 Upto 13.5 x 8.5					
Above 13.5 x 8.5 Upto 17.5 x 12					
Above 17.5 x 12 Upto 23.5 x 17.5					
Thesis binding					
Newspaper binding					
Addl. charges for binding in office premises (% rate)					

2. Printing charges (Call No.)

3. Mounting charges
 Wall map with thin cloth and
 Wooden roller including
 Polishing per Sq. Ft.

4. Pagination charges
 Per hundred

5. Repairing charges

Planning Commission (Library)

TERMS AND CONDITIONS REGARDING BINDING WORK.

1. The tenderer should be a reputed binder having sufficient experience and expertise in the relevant field and also having sound financial standing. Copies of certificates proving company's registration, tax registration, previous experience, authorized service provider ship, etc. should be enclosed with the quotation.
2. Books must be returned within a period of 30 days or earlier, if required, in urgent cases.
3. If the documents are not returned within the stipulated period of 30 days vide term No. 2, there will be a penalty of reduction of 5 % per week from their billed amount.
4. Binder must have his own bindery with all the binding tools as well as the arrangements for printing title, in Hindi and English. The tenderer should have a well-established office/shop. Any designated representative of P.C. Library can visit their office/shop for 'inspection' at any time before or after finalization of contract.
5. The tenderer should provide the name and telephone no./mobile no. of their office/person who can be contacted at any time, even beyond office hours and on holidays.
6. The tenderer may quote their rates according to the size of the books/documents.
7. The size and shape of the oversized books/documents may also be taken into account while binding them. Any book/document found to be defective in any way or not of desired quality will have to be rectified by the firm without any extra charges and bill will be passed after rectification. Price of books/documents damaged in the process of binding will be charged from the firm and the decision of Incharge of the library in these cases will be final.
8. The name stamp of office/firm alongwith date of binding should clearly be indicated on the inside cover of every bound document.
9. Sectional stitching is required in all the books. All the materials used in binding should be of very good quality and subject to approval by this office. Quality & thickness of the pages should be taken into consideration while stitching. The volumes should be chronologically arranged before stitching.
10. Thread and tape used in binding will be of unbleached linen.
11. The glue used for binding should also contain copper sulphate in the correct proportion (2-3% of glue)
12. Thickness of the cardboard used will be according to the size and no. of pages of the books and in no case should be less than 32 ounce. For bill register/accession register etc. the weight of the cardboard should not be less than 48 ounce.

...2/-

13. The rates quoted by the selected firms and approved by this office shall be valid through out the period of contract and shall be firm and final and binding upon the firm.

14. The rates quoted by the firm should be inclusive of all charges. No separate charges will be paid by this office for delivery of goods or for any other taxes paid by the firm.

15. The selected firm will have to deposit a contract surety of Rs 1000/- (Rs. One thousand only) in the form of F.D.R. hypothecated to Planning Commission. The FDR should be valid throughout the period of contract.

16. Tender should be submitted on specified format supplied by this Office **along with a Pay Order / Banker's Cheque of Rs. 1000/- (Rs. One thousand only) drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi", towards Earnest Money Deposit.** If the Pay Order/ Banker's Cheque is found to be drawn in favour of any Officer, other than the "Pay & Accounts Officer, Planning Commission, New Delhi", the tender will be liable to be outrightly rejected. The EMD will be returned after finalization of the contract. Any tender that is received without the EMD money will outrightly be rejected.

17. In case the work is not completed within the stipulated period or is not up to the required standard, the contract will be cancelled and awarded to the next higher tenderer and the extra cost involved will be deducted from bill/ security money held by this office under this or any other contract. If the bill/security money is not sufficient to cover the full amount involved on demand, this office also reserves the right to lay any other additional penalty upon the binder including the confiscation of the whole security money besides those mentioned in the preceding sentence for inconvenience caused to this office.

18. If books/documents are found to be incomplete or badly damaged they may be returned to the P.C. Library without binding.

19. The tenders should be sealed & clearly super- scribed with the words- **"Tender For Binding Of Books"** and addressed to:

*Under Secretary (Library)
P.C. Library,
1st floor, Yojana Bhawan,
Sansad Marg,
New Delhi-110001.*

The sealed tenders should be dropped in the tender box placed at the reception of the Yojana Bhawan on or before **3.00 p.m.** on **07.03.2007.**

20. Tenders received after the expiry of the prescribed date and time given above, will not be entertained in any circumstances.

21. The quotations will be opened on the same day in the Office of the Under Secretary(Library), Planning Commission Library, 1st floor at **3.30 p.m.** in the presence of the firm/ agencies who have submitted their tender and may wish to be present at the time of bid opening.
22. This office will have full authority to reject any/ all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
23. If a tenderer decides to withdraw from the bidding, this office will have the authority to forfeit the EMD deposited by the tenderer.
24. The tenderers have to submit three samples (half leather, full rexene, ordinary binding) of the binding work, in the standard size mentioned in the proforma, with their quoted rates. They may contact the PC Library along with this letter for obtaining samples of binding work on all working days (from 10 a.m. to 5 p.m.) before the expiry of last date for submission of tenders. No payment will be made for the sample binding work.
25. The decision of the PC Library regarding award of contract, rates etc. will be final and this library is not bound to accept the lowest quotations.

The contract will be valid from the date it is awarded/formalities completed, to a period of one year from the date of award of contract. This office will, however, reserve the right to conduct performance review at any time during the period of contract and deficiencies, if any, noticed will be required to be rectified and compliance reported. This office further reserve the rights to suo- moto terminate the contract by giving one month's notice at any point of time.
