

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

Silchar – 788 010 (ASSAM)

Tender No. NITS/PS-505/LIB/Binding of Books & Journals/17

Dtd. 15/12/2017

NOTICE INVITING TENDER

FOR BINDING OF BOOKS & JOURNALS FOR CENTRAL LIBRARY NIT SILCHAR



LAST DATE & TIME OF SUBMISSION : 09/01/2018 up-to 02.00 PM

DATE & TIME OF OPENING : 09/01/2018 at 03.30 PM



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR - 788 010

Tel.No. Director: (03842) 224879

Fax: (03842) 224797

NOTICE INVITING TENDER

Registrar, NIT Silchar on behalf of the Director invites Sealed Tender/Quotations from reputed Firms/Agencies **FOR BINDING OF BOOKS & JOURNALS FOR CENTRAL LIBRARY NIT SILCHAR.**

Tender documents can be obtained from Purchase Section, NIT Silchar or may be downloaded from our website www.nits.ac.in or <http://tenders.gov.in>. **The cost of tender document is Rs.5,00/-**(five hundred) (Non-refundable) to be submitted in the form of DD in favour of The Director, NIT Silchar, Payable at Silchar. The last date and time for submission of Tender document is **09/01/2018 up-to 02.00 PM**. Tender will be opened in **office of Librarian, NIT SILCHAR on the same date at 3.30PM.**

The offers without Cost of Tender & Earnest Money Deposit (EMD) shall be out rightly rejected.

Director, NIT Silchar reserves the right to extend the date, or cancel the tender, accept or reject any/all quotations or not to purchase all or any of the items.


REGISTRAR



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR - 788 010

Tel.No. Director: (03842) 224879

Fax: (03842) 224797

NOTICE INVITING TENDER

Sub: Tender/Quotation for the various types of binding work i.e. full /half leather & half Rexene with gold tooling in the spine level of books/journals of Central Library NIT, Silchar.

Registrar, NIT Silchar on behalf of the Director invites sealed tender/quotation for the above mentioned binding works of books & journals under two bid systems, viz Technical and Financial. The bids should be accompanied by the samples of each category. The samples submitted will be treated as an index for Technical bid. Financial bids of those binders will be opened whose samples are approved by NIT Silchar. The approved rates will remain effective for one year. For standard specifications of binding work you may visit Central Library, NIT Silchar with prior appointment or may contact Librarian (Contact no.: 9435175531)

Sealed tender/quotation [Technical (Binding Samples) and Financial bid] should be according to the prescribed terms and specifications enclosed herewith. **Tender/quotation should reach the Librarian NITS on or before 09/01/.2018 up-to 02.00 PM.**


Registrar

The specifications, terms and conditions are given below:

Specification of Binding:

1. Half Leather + Full Rexene/Half Rexene (leather on spine & corner) with gold letter embossing Title of the book/Journal, Name of institute and Library name as per design finalized
2. The spine is also to be gold printed with title along with title, author for books and volume no. Issue no. and year for journals
3. Stitching should be of juzbani type with good durable quality
4. Size of journal : A4/A5/Crown Quartos

Additional general specification for binding

- 1) Tooling will be done horizontally and in exceptional cases lettering may be done i.e side down along the spine length of books etc.
- 2) Four papers of white colour bond paper should be provided in the beginning and end of each book. One paper will be pasted on the board and two papers will be pasted together. Buckram cloth and sewing thread should be of white colour. It is to be the best unbleached linen and suitable thickness. Sectional stitching should be done on both sides of the Buckram with white thread.
- 3) A fine Buckram should be pasted on the spine of the books. **Pasting of old dhoti on the spine will not be accepted at all.**
- 4) A linen edge band should be provided on both sides of the books
- 5) A guide tape of book mark of ¼" width of any dark suitable colour of fine quality should be provided in each book.
- 6) The binder shall cut the edges of books accuracy and take care to leave margin as wide as possible. If any printed matter is eliminated in cutting, the binder shall have to be replaced the book or pay its cost as per our rules.
- 7) Lettering shall be of appropriate size and easily readable. Small lettering will not be accepted except on very thin books. No extra charges will be allowed up to and including fifty letters or/and figures.
- 8) Boards to be good quality mill boards.

GENERAL TERMS AND CONDITIONS

1. The sealed quotations/tenders, complete in all respects, must reach the Librarian, NIT Silchar-788 010 on or before 09/01/.2018 up-to 02.00 PM.
2. Binder/vendor should be registered for GST and Income Tax/PAN and copies of relevant certificates i.e. GST, PAN etc. should be enclosed with the tender.
3. The tender received after due date and time or incomplete in any aspect shall be rejected out rightly.
4. The envelope containing quotation/tender should have the superscription "Tender for binding of Books & Journals of Central Library, NIT Silchar". If the superscription is not mentioned on the envelope by the quote, quotation/tender may not be accepted.
5. **Samples of each category should be enclosed with the quotation as per prescribed specifications, failing which, the quotation will be rejected. The approved samples shall not be returned to the tenderers and shall become the property of the Central Library. This will be treated as index of your technical bid. The acceptance of the tender shall be subject to the satisfaction of the sample by the Librarian/inspection committee**
6. All charges and terms may be spelt out in your tender clearly. Charges not mentioned in the tenders will not be accepted.

7. The work will be subject to the approval of the NIT Authority and in case if it is not in accordance with the approved samples, it is liable to be rejected.
8. **The tenderer shall bind the books as per specifications for the reinforced library binding as per the specimens submitted by him and as approved by the library. The specimens must be according to the specifications for reinforced library binding (as per the library specification) otherwise the tender will not be accepted.**
9. The tenderer shall not be permitted to withdraw and re-submit his tender at any time after it is once submitted.
10. The tenderer should specially mention the time for execution of above work while submitting the tender.
11. The tenderer has to undergo a rate contract of one year so that the books & journal received during course of time may be got bound from the same order.
12. The institute does not bind to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest is also reserved.
13. The Binder shall collect the books & journals from the Library and return the same after binding at their own expenses. Lifting of books & journals from the place where it kept to the vehicle and back after binding shall be the responsibility of the Binder. No freight charges for transportation of book & journals shall be paid by the Library. Or binder can do the binding at Central Library, NIT Silchar locally.
14. Binding jobs have to be executed strictly as per the schedule framed by the Library.
15. The Binder shall be responsible for any loss and/or damage of the books & Journals due to fire, theft or any other cause during binding period. In case of loss and/or damage, the Binder shall replace the books & journals with the duly bound new book & journals or pay double price of the documents thereof to the institute within fifteen days from the date of notice thereof.
16. All the penalties, losses, shortages etc. shall be recovered from the pending bills and security amount of the Binder.
17. The Binder shall return all the book & journals in the lot within the time limit specified in the binding order. In case, the bound books & journals are not returned within the specified period, the Binder shall be liable to pay penalty equivalent to 1% (one percent) of the binding cost of unreturned bound books & journals each day or such other amount as the Librarian/Committee may decide till the bound books & journals are returned, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total binding cost of books and journals. However an appeal for extension of time limit can be made, but the right to accept or reject the appeal is fully reserved with the Librarian/ Committee whose decision will be final.
18. Quantity of book & journals may increase or decrease without any notice.
19. The Binder shall not enhance the rates for any reason whatsoever during the contract period.
20. **The tender should be accompanied with earnest money in the form of DD of Rs. 5,000.00 (Rupees five thousand) from any nationalized bank pledged in favour of the Director, NIT Silchar, payable at Silchar. The EMD/call deposit of bidders, other than selected bidder will be released within 2(two) month after the finalization of successful bidder.**
21. The earnest money/call deposit of successful bidder will be released only after the acceptance of work order by him and deposit of security amount.
22. **Selected bidder should deposit the security amount of @5% of the total bid value as Performance Guarantee in the form of Bank Guarantee in favour of the Director, NIT Silchar for a period of 3(three) Months as the documents are of high value, which will be released after the completion of work and subject to satisfaction of work by Librarian/the committee.**
23. If the Binder backs out of the binding contract, his performance security/earnest money (EMD) shall be forfeited, and shall be liable to such other action as blacklisting, debarring from having any business with the institute, besides any other action as deemed proper by the institute.
24. A certificate that the firm has not been debarred/blacklisted for any reason/period by any

Central/State Govt. Deptt. /Institute should be enclosed with tender. If so, particulars of the same may be furnished clearly. Concealment of facts shall not only lead to cancellation of the order for binding, but may also warrant legal action.


25. Regarding selection of binder, placing of order, the decision of NIT Silchar will be final. No correspondence will be entertained.
26. All disputes will be under Silchar jurisdiction.
27. Total approximate books and number of journals to be binding is given below. The number may increase or decrease.

S. N.	Description of Articles	Qty. Reqd.
01.	Half Leather binding for journals with gold tooling mentioning the title of the journal, year, volume number, issue number and name of the institute.	1000
02.	Full Rexene binding for books with gold tooling mentioning the title of the book, author and name of the institute	900
03.	Half Rexene binding for books with gold tooling mentioning the title of the book, author and name of the institute	600

28. Rates for the binding work of full leather/ half leather /half Rexene with gold print in the spine level of books/journals should be given in the following format:

Type of binding	Half Leather for Journals	Full Rexene for Books	Half Rexene for Books
Specification details			
Sample attached (Yes or no)			
Rate per copy	Rs.	Rs.	Rs.
GST if any			

Rates quote by the firm should be inclusive of all taxes. If there is any salutary increase or decrease of taxes, it will be reimbursed / recovered.


Registrar
NIT Silchar