

**TENDER FOR BINDING OF BOOKS AND LOOSE ISSUES OF  
JOURNALS FOR UNIVERSITY LIBRARY**

Sealed Quotation is invited on behalf of Pondicherry University Library for Binding of Books and Loose Issues of Journals as per specification given below:

S. No.	Specification	Nature of Binding
1	Demy Board size	Nature of Binding: Half rexin calico and Gold gilt letters embossing of title, volume, year etc. on the spine.
2	Medium Board size	
3	Crown Octova size	

**I. GENERAL TERMS AND CONDITIONS**

- i) The sealed quotation should reach the above address on or before **30/12/2013 at 4.00 p.m. and it will be opened on the same day at 4.30 p.m.**
- j) The University has the right to accept or reject any quotation partly or fully without assigning any reason thereof.
- k) Delivery is to be made within three months from the date of receipt of supply order.
- l) You are requested to verify a tentative sample available with University Library before quoting the rate.
- m) This tender is valid for one year from the date of confirmation of the rate.
- n) The finished goods should be strictly as per the specification. In case of any deviation, the University has the right to reject the goods.
- o) An amount of Rs.2000/- should be remitted as EMD in the form of Demand Draft from any one of the nationalized banks, drawn in favour of the Finance Officer, Pondicherry University, payable at Puducherry.
- p) The bids without the E.M.D. will be summarily rejected.

**II. ELIGIBILITY CRITERIA**

- b) The bidder should have a minimum of fifteen years of experience in executing similar type of binding work in a large scale for any Central / State Universities or any institutions of repute. (Copies of the earlier work order should be necessarily be submitted along with bid.)

**III. METHOD OF SELECTION**

- a). The short listed firms will be invited to produce the various samples for the earlier binding work undertaken by them, for the Libraries of Central / State Universities for the quality verification. The samples will be evaluated under the following criteria:-
  - ❖ Quality of material used
  - ❖ Gold Embossing
  - ❖ Workmanship etc.
- b). Work order will be placed on the basis of the sample verification and bound volumes should be delivered strictly as per approved samples.

  
11/12/13  
**UNIVERSITY LIBRARIAN**