

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
MAHATMA GANDHI AVENUE  
DURGAPUR – 713209, WEST BENGAL  
[www.nitdgp.ac.in](http://www.nitdgp.ac.in)  
CENTRAL LIBRARY

Ref. No. 01/NITD/LIB/Book (B)/2016-17

Date: 16.11.2016

☎ - +91 343 2752161

☎ - +91 9434788004

☎ - +91 9434788178

Email: [jitendra.kumar@admin.nitdgp.ac.in](mailto:jitendra.kumar@admin.nitdgp.ac.in)

**TENDER NOTICE**

Last Date to Receive Quotation: 16.12.2016

Date of Opening Sample : 19.12.2016

Date of Opening Tender : 21.12.2016

***Quotation in sealed cover super scribed***

***the Tender No. & date, must reach within due date***

Sealed quotations are invited from experienced Book Binding agencies for binding of books as per Annexure -II. Price bid form as per Annexure-I must be filled with complete numerical values as the following terms and conditions.

**1. Price Bid (Annexure-I)**

- a. The rates quoted by the bidder shall be fixed for the duration of the contract and shall be valid for 1 year after offering the contract.
- b. All duties, taxes and other levies payable by the bidder under the contract shall be included in total price.
- c. The price bid must be quoted in Indian Rupees (INR)

**2. Each bidder shall submit only one quotation.**

**3. The bid submitted by the bidder must comprises the following:**

- a. Sample of the materials i.e. leather, rexine, board etc. in one sealed envelope super scribed "SAMPLE MATERIAL".
- b. Price bid as per Annexure – I in separate sealed envelope super scribed as "PRICE BID"
- c. Credential for similar work done in reputed institutes/organisations.

**4. Validity of Quotation**

Quotation shall remain valid for a period of 60 days from the date of opening of price bids.

**5. The sample material would be compared before the opening of the price bids.**

**6. Award of Contract**

- a. The library will award the contract to the bidder whose materials has been determined to be good (acceptable) and has offered the lowest quotation price.
- b. The bidder whose bid is accepted will be notified about contract prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.

**7. Books need to be collected from the NIT Durgapur and deliver after binding to the NIT Durgapur. For this, Institute will not pay any charge separately. Otherwise, Binder may also be allowed to install all the binding equipment in the library for the said purpose. After the competition of the work, Binder will suppose to take away (uninstall) all its equipment.**

JAYDEEP HOWLADER  
Prof. In-Charge  
Central Library  
National Institute of Technology  
Durgapur-713209

8. Payment shall be done after the completion of the work or in phase wise.
9. Notwithstanding the above, the library reserves the right to accept, reject or cancel the bidding process if situation arises.
10. The selected binder is required to pledge an indemnity bond in a Non-judicial Stamp Paper of ₹50/- (cost of which is to be bidder) standing that if there is any loss of book(s), the bidder will replace either the book or deposit the replacement charge (double of the cost) of the book. If the bidder is willing to execute the job in the library premises then the declaration is not mandatory. Bidders are asked to enclose necessary credentials of binding job with the quotation.
11. **Time for completion of the job**  
Within 3 months from the date of receipt of the order or materials, otherwise LD charge will be levied as per norms i. e. 2% of each month or as per the Institute's norms.
12. In case of any dispute arises the decision of the Institute's competent authority shall be treated as final and shall subject to the jurisdiction of Durgapur Court.
13. The bid document must be signed, sealed and enclosed with the bid as a token of acceptance of all terms and conditions. Sample materials should be submitted separately along with the quotation.
14. Quotations with conditions will not be entertained.
15. Bidders are requested to quote their rates **for different size of books** in accordance with our instructions as per **Annexure – I**.
16. A sample is attached in **Annexure-III**.

**The bid must be addressed to:**

Assistant Librarian  
Central Library  
National Institute of Technology Durgapur  
Mahatma Gandhi Avenue  
Durgapur – 713209 (W. B.)

SD/-  
Jitendra Kumar  
Assistant Librarian  
NIT Durgapur

16/11/2016  
Jaydeep Howlader  
Prof. I/C Library  
NIT Durgapur

**JAYDEEP HOWLADER**  
Prof. In-Charge  
Central Library  
National Institute of Technology  
Durgapur-713209


Copy to:

1. Registrar for information please
2. Library Notice Board
3. Purchase & Store to display on notice board
4. Institute Website for wide circulation.

**Annexure – I****Price Bid**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Sl. No</b>	<b>Size of the Book</b>	<b>Unit Price (INR)</b>	<b>VAT/Tax</b>	<b>Other Charges (if any)</b>	<b>Total Price (INR) (3+4+5)</b>
01	17x11.5 cm				
02	21.5x13.5 cm				
03	23x16.5 cm				
04	26x18.5 cm				
05	27x21.5 cm				
	Other				
06					
07					

Note: Majority of the books in library are of Sl.No. 01 to 05 in sizes. There are around 2000 books to be bound.

  
**AYDEEP HOWLADER**  
Prof. In-Charge  
Central Library  
National Institute of Technology  
Durgapur-713209

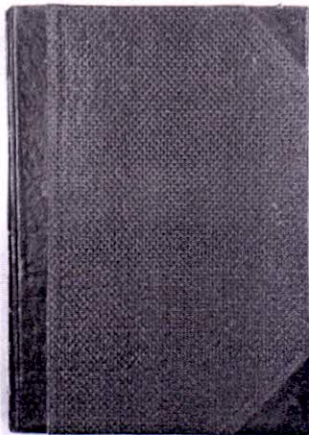
Annexure – II

Instruction for Binding

Technical Specification for binding of the books

Sl. No.	Item/Work	Technical Specification	Quantity
01	Books	i. Half leather binding with superior quality leather, rexine, board (Black) and gold littering of the Title of the book, Author, Volume/Part, Library NIT Durgapur on spine of each book. ii. 2.5 lb (Pound) white board iii. 90 gsm thick ( First and last two pages)	2000 Approx.
02	Sewing	Sewing should be done properly and neatly with superior quality thread so that the book should open up freely and lie flat (Preferably section binding)	

Annexure-III



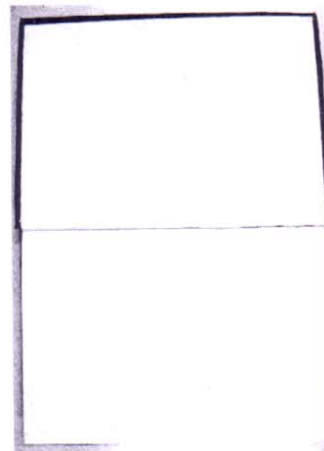
Scanned by CamScanner

Figure 1 Cover




Scanned by CamScanner

Figure 2 Side



Scanned by CamScanner

Figure 3 Inside

  
**JAYDEEP HOWLADER**  
Prof. In-Charge  
Central Library  
National Institute of Technology  
Durgapur-713209