



# DELHI UNIVERSITY LIBRARY SYSTEM CENTRAL REFERENCE LIBRARY

University of Delhi  
Delhi 110 007



Ref No:AL/Comm.Binding/2015-17/  
Dated: 07<sup>th</sup> April 2015

From

University Librarian

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**Subject: - Commercial Binding Quotation for the year 2015-17**

Dear Sir,

Sealed quotations on prescribed proforma for engaging as commercial binder(s) to carry out the commercial binding work for the libraries of Delhi University Library System during the year 2015-17 on the terms and conditions mentioned below are invited so as to reach.

The University Librarian  
University of Delhi  
Delhi- 110007

**Attention: Dr Narender Kumar, Dy. Librarian I/c Arts Library**

Before 4.00p.m. on 15 May 2015

**Terms & Conditions:**

1. The binder should quote single rates irrespective of size or number of pages.
2. The decision of the University Librarian shall be final in the appointment of one or more commercial binder (s)
3. The University Librarian reserves the right to reject any or all the quotations without assigning any reasons.
4. The binding work is to be according to the prescribed specifications obtainable on request from the library.
5. Binding Committee can ask for samples of binding, if required. The work will be subject to the approval of the University Librarian. In case not considered up to the mark or not in accordance with the specification shall be rejected.

6. The binder shall agree to bind at least 1000 books of all types of binding per month from any one or more libraries.
7. The Binder shall execute the work within the time specified each time the books are given to him.
8. The Binder shall be responsible for loss or damage of books handed over to him for binding even if it is discovered after the expiry of the contract. The liability of the binder for such damage/loss shall be equivalent to the full cost of the books irrespective of the condition of the book at the time of delivery, and shall be adjusted from the bill or security of the binder, if not deposited within fifteen days of demand by the University Librarian.
9. The binder shall take delivery of the books at the premises of the library or any other service unit of the library and return them after binding at their own expenses transport charges shall be borne by the binder for both ways.
10. The books and periodicals etc., received by the binder for binding shall not be taken out of city of Delhi for any purpose whatsoever, nor lent out to anybody for any purpose.
11. A security of Rs.10000/- (Ten Thousand only ) as earnest money shall be deposited with the University through a Bank Draft drawn on scheduled bank endorsed in favour of the Registrar, University of Delhi, Delhi-110007
12. The binder(s) shall have to satisfy the University Librarian that they have sufficient capital, machinery, manpower and place to carry out the work of Delhi University Library System.
13. Attempt on the part of the binder to canvass any official of the Delhi University Library System in respect of his quotation will result in the rejection of his quotation and disqualification for future dealing with Delhi University Library System.

Yours faithfully,

**Dr Narender Kumar**  
Dy. Librarian, I/c Arts Library

**PROFORMA FOR SUBMISSION OF COMMERCIAL BINDING RATES  
FOR THE YEAR 2015-17 TO THE UNIVERSITY LIBRARIAN, UNIVERSITY  
OF DELHI, DELHI-110007**

Company's Name -----

Address -----

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Telephone Number -----

Email -----

Quoted Commercial Binding Rates (In Rs.) :

S.No.	Category	Rates in Rs.		
		Books	Periodicals	Thesis
1.	Half Leather			
2.	Red Full Cloth with Golden Tooling			
3.	Full Cloth with Ink Tooling			
4.	Board with Ink Printing			

**Signature & Seal of the Firm**