**JAWAHARLAL NEHRU LIBRARY**

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

**(‘A’+ Grade NAAC Accredited)**

**REMINDER No. JLNL/19/\_\_\_\_\_\_\_**

**Dated:**

M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**QUOTATION NOTICE FOR STANDARD LIBRARY BINDING**

Sealed quotations are invited for binding of books/journals etc. of various sizes as specified and detailed below on our enclosed terms and conditions:

1. **Half Leather Binding (including gold letter printing on the spine)**

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| **Sr. No.** | **Size** | **Rates** |
| 1 | Upto 36 sq. Inch (225 Sq. Cms.) |  |
| 2 | Upto 37 sq. Inch (231.25) to 40 Sq. Inch (250 Sq. Cms.) |  |
| 3 | Upto 41 sq. Inch (256.25) to 49 Sq. Inch (306.25 Sq. Cms.) |  |
| 4 | Upto 51 sq. Inch (318.75) to 64 Sq. Inch (400 Sq. Cms.) |  |
| 5 | Upto 66 sq. Inch (412.50) to 89 Sq. Inch (556.25 Sq. Cms.) |  |
| 6 | Upto 91 sq. Inch (568.75) to 114 Sq. Inch (712.50 Sq. Cms.) |  |
| 7 | Above 115 sq. Inch (718.75 Sq. Cms.) |  |
| 8 | Accession Register (Big Size) |  |

2. **Full Cloth Binding (including ordinary writing on the spine)**

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| **Sr. No.** | **Size** | **Rates** | If Golden Leaf Printing is done, Additional charge @ per book  Rs.\_\_\_\_\_\_\_ |
| 1 | Upto 25 sq. Inch (156.25 Sq. Cms.) |  |
| 2 | Upto 30 sq. Inch (187.5 Sq. Cms.) |  |
| 3 | Upto 36 sq. Inch (225 Sq. Cms.) |  |
| 4 | Upto 41 sq. Inch (256.25 Sq. Cms.) |  |
| 5 | Upto 51 sq. Inch (318.75 Sq. Cms.) |  |
| 6 | Upto 66 sq. Inch (412.5 Sq. Cms.) |  |
| 7 | Upto 91 sq. Inch (568.75 Sq. Cms.) |  |
| 8 | Upto 115 sq. Inch (718.75 Sq. Cms.) |  |

3. **Newspapers Rates\_\_\_\_\_\_\_\_\_\_**

4. **Accession Register Rates\_\_\_\_\_\_\_\_\_\_**

i)The sealed quotations, complete in all respects, must reach the office of the undersigned latest by 09.12.2019 (date) by 3.00 pm (time). The same shall be opened on 09.12.2019 at 3.30 pm. The authorized representatives quote are allowed to attend the meeting of the Quotation Opening/Negotiation Committee at their own costs.

ii) The quotation received after due date and time or incomplete shall be rejected out rightly. **No quotation will be accepted by hand.**

iii) The quotation along with specimen of the material to be used for binding shall be submitted in double envelope. The inner envelope shall be sealed and shall be the super scribed **“Binding Quotation”.** The offer may be sent to the Librarian, University Library, KUK. The quotation where the superscription is not mentioned on the envelope by the Quotee, may not be entertained.

iv) The undersigned reserved the right to reject any or all quotations without assigning any reason. These rates will be valid for the financial year 2019-20. No change in quoted rates will be allowed. .

**Librarian**

**KURUKSHETRA UNIVERSITY LIBRARY, KURUKSHETRA**

1. **GENERAL TERMS AND CONDITIONS FOR BINDING 2019-20**

1.1 The decision of the University Library shall be final in the appointment of one or more commercial binder(s).

1.2 The University Library reserves the right to reject any or all the quotation without assigning any reason.

1.3 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 shalt be equivalent to the full cost of the book or assessed by the University Librarian where the cost of the book is not known. (in case of rare books three times of the price of the book or Rs.1000/- whichever is higher) irrespective of the condition of the book at the time of delivery and shall be adjusted from the bill or security of the binder. The binder shall have the option to replace the damage/lost document by a new one duly bound.

1.4 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.

1.5 A security of Rs.3000/- (for cloth binding) & Rs.5000/- (for half leather binding) through a bank draft favoring Registrar, Kurukshetra University Kurukshetra shall be deposited with the University by the approved firm. The deposit will be refunded on the request of the firm provided any work entrusted to the firm is not pending.

1.6 The binder(s) shall have to satisfy the University Librarian that they have sufficient capita machinery, staff and place to carry out the work of Kurukshetra University, Kurukshetra.

1.7 The calculation will be made as: Length X Breadth. For instance 8" X 6" = 48 sq. inch.

1.8 The binder shall collect the material within a week from the date of placing order and execute the work within the specified period mentioned in the work order. In case the binding work is not completed even after the maximum extension period of one month taken by the firm, a penalty of 5% from the bill submitted by the binder of the specific work shall be charged.

1.9 If any volume is not bound in conformity with the specifications laid down by the University the binder shall rebind it at his own cost within a specified time. Failing which the binder shall be liable to pay penalty in terms of clause 1.8 of terms & conditions.

1.10 This agreement shall be valid for a period of one financial year.

1.11 The payment of bills shall be made only after the work is consented and approved by the University Librarian.

1.12 The binder shall not withhold any document given to him for binding notwithstanding the fact that some dispute arisen between him and the University.

1.13 The University Librarian reserves the right to cancel the contract in case the work is not found satisfactory or firm breaches the contract and the amount of earnest money is liable to be forfeited. The firm will be delisted from mailing list in future.

1.14 Any attempt on the part of the binder to canvass any official of the University Library, Kurukshetra University, Kurukshetra in respect of his quotation will result in the rejection of his quotation and disqualification for future dealing with Kurukshetra University Library, KKR.

1.15 Firm should be registered with GST number.

2 **SPECIFICATIONS AND MATERIAL FOR BINDING 2019-20**

2.1 **SEWING**

2.11 Books printed on paper of good quality are to be section sewn/sewing with thread of specified thickness over linon or cotton tapes.

2.12 Old rare hooks shall have the section lines at inner and outer folds with strips of thin but lough paper before they are sewn.

2.13 All sections broken at the back shall be lined with binding cloth or linen strips, and where necessary neatly overcast by cross-stitching before being sewn to the tapes.

2.14 All separate leaves, plates, maps etc., shall be mounted on guards of linen or tough thin paper and shall be sewn in .Pasting on is not permitted Double plates are to be guarded at the fold.

2.15 For books up to 7"X 5" size atleast two tapes of ½ width shall be used. For books of larger sizes the number of tapes are to be increased in proportion.

2.2 **CUTTING**:-The Binder shall cut the edges of books accurately and take care to leave margin as wide as possible. If any printed matter is eliminated in cutting, the binder shall have to replace the book or pay its cost.

2.3 **BOARD**:-Split Board of 24oz (for books) & 32oz(for journals) in weight each is to be used.

2.4 **LEATHER**:-Soft leather without hair, free from sulphuric or other deleterious acid properly dyed and embossed should be pasted on the spine and four corners of the book/journal. Rexine should be used of good quality.

2.5 **LETTERING & EMBOSSING**:-Lettering on the spine shall be of appropriate size and easily readable. The embossing matter shall be neat in appearance, correct and permanent. Gold leaves and in no case gold powder or paper shall be used in embossing.

2.6 **END PAPERS**:- Two end papers (bond papers) not less than 80 GSM of white colour should be provided in the beginning and end of each book besides the inside board.

2.7 **ADHESIVE:-**

2.7.1 **FEVICOL**:- Fevicol should be of best quality.

2.7.2 **FLOUR PASTE**:-Flour paste should be prepared from "Maida" and should be mixed with due proportion of copper sulphate (neela thotha).

2.7.3 **THREAD**:-Thread is to be used of 6 cord (9 cord for heavier books) or of a comparable quality

3. The approved firm shall have to execute an agreement on non-judicial paper of Rs.10/- with the University on the terms and conditions mutually settled.