

SHYAMA PRASAD MUKHERJI COLLEGE (FOR WOMEN)
(University of Delhi)
ROAD NO. 57, PUNJABI BAGH (West), NEW DELHI-110026.

Ref.SPMC/LIB/Binding/2020/634

Dt: 2-11-2020

M/s. _____,

College Website

Sub: Quotations for Binding of Books/ Periodicals /Question Papers /Syllabus/Photostat

Quotations are invited for the binding of Books/ Periodicals/ Question Papers/Syllabus/Photostat in Sealed envelope super scribed as "**Quotation for Binding of Library Books etc**". Quotation should be addressed to Principal, Shyama Prasad Mukherji College (For Women), Road No. 57, Punjabi Bagh (West), New Delhi – 26 and reach on or before **24th November 2020**. Quotations received after above mentioned date will not be considered. The Binders must follow the following terms and conditions:-

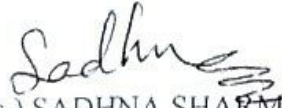
1. Binding must be Reinforced Library Binding
2. It must be double board binding.
3. Section stitching to be done.
4. Standard quality of binding material viz- Malmal Cloth, Leather Thread, Board and thick paper must be used.
5. No extra payment on account of taking and returning the books from the College Library will be made. The books will be received back after proper verification and if any damage /loss occur in the custody of the Binders its expenses will have to be borne by him.
6. The Binder to whom the work is awarded will have to deposit a sum of Rs.1,000/- in cash as security refundable to him after completion of the job.
7. The payment would be made only on having found the job satisfied in according with the prescribed instruction.
8. If any Taxes are applicable, it should be clearly mentioned.
9. The rate should be quoted item-wise (Flat rate of all size Books/Periodicals/Question Papers/ Syllabus/Photostat Material)
 - A. Half-Leather (with gold tooling) Books / Periodicals (separate rates for both).

Contd...

- B. Full Cloth (with ink tooling) Books
- C. Leather binding (with gold tooling) Books / Periodicals (separate rates for both).
- D. Ordinary binding (with ink tooling) Books /Question Papers/ Syllabus/ Photostat Material.
- E. The rate shall remain valid up to 31st November 2022.
- F. The College, reserves the right to reject or accept whole or part of rates quoted by Binder for which no appeal will be entertained.

Those who fulfill the above terms and conditions should respond only.

Yours faithfully,


(Dr. (Mrs.) SADHNA SHARMA
PRINCIPAL (Offg)
